ANNUAL REPORT

DEPARTMENT OF SPECIAL COLLECTIONS

COLUMBIA UNIVERSITY LIBRARIES

1959 - 1960

6

10

11

II. USE OF THE COLLECTIONS
Kenneth A. Lohf

Reader use of the Special Collections Reading Room, as well as use of materials, shows a marked increase in 1959/60. There were 6,370 reader visits this year as compared with 4,225 in 1958/59. The corresponding rise in use of materials took place statistically entirely in the use of printed materials--10,488 in 1959/60 as compared with 9,016 the preceding year. The count of manuscripts used varied only three items from last year--3,825 in 1959/60 as against 3,828 in 1958/59. However an accurate piece by piece count of manuscripts used is not always possible (i.e. boxes of unsorted manuscripts, bound volumes of letters, etc.). Thus there may be more variation in the amount of use than can be recorded.

Printed Materials

Some use was made of each of the collections during the year with the "B" Collection having outstandingly the greatest. 5,468 volumes were requested from this collection. Also in great demand were Book Arts (1,011), Seligman (611), Phoenix (316), Plimpton (246), Jeanne d'Arc (226), Typographic (172) and others to a lesser degree. Visiting scholars and researchers as well as doctoral candidates both at Columbia and other institutions are among the users of our collections. Richard Grassby of the University of Toronto made extensive use of the Seligman Collection for his research on French and English economic and social history in the 17th century. Ralph Lane and Darrell Hyder of the Winterthur Museum examined our holdings of material printed by Bodoni for separate studies which they are making of that famous printer.

Manuscripts

The recorded use of manuscript materials has maintained the high rate of use established in the preceding year. This is probably due in large measure to the publication of Manuscript Collections in the Columbia University Libraries and to the increased amount of indexing and filing of individual

letters and documents in the collections. Topping the list of manuscript collections in most frequent demand are the John Jay Papers, the Frank A. Vanderlip Papers, the De Witt Clinton Papers, the Randolph S. Bourne Papers, the Sydney Howard Gay Papers and the memoirs compiled by the Oral History Research Office. Early in the year Leonard Rapport, assistant Editor of Documentary History of the Ratification of the Constitution and the first ten Amendments surveyed our manuscript collections for relevant materials in the years 1787-1791. The History is a project of the National Historical Publications Commission. Among the other visiting scholars who have worked here this year are Professor E. D. Goldschmidt of the University of Jerusalem who examined all our Hebrew Manuscripts; C. C. Hollis of the University of Detroit who used mainly the Villard Collection for material on Richard Hinton, anti-slavery writer; Professor A. W. Coats of the University of Nottingham who read extensively in the Seligman and Mitchell Papers. He is preparing a history of economic thought in the United States, 1850-1930; Clarke A. Chambers of the University of Minnesota used the Lasker and Epstein Papers for his research on old age security development; representatives from the Jay House at Bedford, N. Y. and from the Sleepy Hollow Restoration used the John Jay Papers to check on house furnishings and other items which they wish to restore. Other visitors to Special Collections included H. Lu Wu of National Taiwan University and Anderson Shih of the Union Research Institute of Hong Kong who were interested in our Near and Middle Eastern manuscript materials, especially methods of cataloging and shelving.

Lectures

During the year lectures were given by the assistant librarians of Special Collections to graduate classes, introducing them to research materials in their various fields with emphasis on special tools and the manuscripts available in Special Collections. The seminars of Professor John Garraty (Twentieth Century History) and Herman Ausubel (Modern English History), and the pro-seminar of Mrs.

Elizabeth Donno (Sixteenth Century) were addressed.

Exhibitions

A series of exhibitions were set up during the year in the exhibit case in the Special Collections Reading Room to draw attention to some of the Library's resources.

Washington Irving's Spanish Legends

Edward Fitzgerald's Rubaiyat

Charles Darwin's Origin of Species

John Jay at Columbia

Matthew Perry and Japan

Extra-Mural Loans

Although the bulk of materials loaned to other institutions is processed through the regular Interlibrary Loan System in the Reference Department, some specialized materials are sent directly from Special Collections to the borrowing institution.

Seven items from the Smith Collection of Mathematical Astronomical Instruments were loaned to International Business Machines Corporation to be photographed for use in publicity work.

Seven prints from the William Barclay Parsons Collection of Railroad Prints were loaned to the Century Club for exhibition during the summer of 1960.

Letters from the Brander Matthews and Lincoln Steffens Papers were loaned to the American Academy of Arts and Letters for exhibition in connection with their Annual Awards Day.

III. ORGANIZATION AND CARE OF THE COLLECTIONS
Alice H. Bonnell

Printed Materials

Acquisition

The collections have been increased this year by the addition of 5,019 new volumes (1,207 cataloged and 3,812 uncataloged). Included in this figure are the Bechtel gift of 130 volumes from the Collection of Edwin De T. Bechtel, presented by Mrs. Bechtel; the Henry L. Moore Collection on Economics and Econometrics (ca. 3,000 vols.), the gift of the legatees of his estate--Mrs. Edith Cole, Mrs. Eleanor Ford and Dallas Shafer; the Roy U. Wood gift of 400 volumes of literary first editions, presented by Mr. Wood; 61 volumes of Les Productions de Paris, presented by Mr. Henry Rogers Benjamin; the productions of the Limited Editions Club (12 v.), presented by Mrs. George Macy; about 350 books, manuscripts and volumes of playbills transferred from the Brander Matthews Dramatic Museum, including a number of volumes extra-illustrated with letters, and many fine bindings. Mr. Harry Friedman and Mr. Judah Joffe have continued their generous gifts in various fields, adding to our collections many notable volumes. Mr. and Mrs. Solton Engel have presented a magnificent copy of the first issue of the Third Folio of Shakespeare's Comedies, Histories and Tragedies (1663). It is bound in full red levant, gold tooled by Riviere. The Libraries now own a copy of each of the four 17th-century folios of Shakespeare's works.

Two volumes were received from the Medical Library and two from the Music Library to be added to the Deposit Collections.

Cataloging

Cataloging of printed materials, as in years past, has included titles from new and previous acquisitions. The number of volumes cataloged has dropped considerably in the past two years.

Cataloging in the Seligman Collection has proceeded at the normal rate,

and considerable progress has been made in the transfer of periodicals from the Typographic Library to the Graphic Arts Collection. Transfer of volumes from Science Collections to "B" and from the Business Library (Montgomery) has proceeded normally. However, only 751 volumes were added to the "B" Collection (of which 492 were transfers from Book Arts and Typographic), 23 to the Lodge Collection, representing but a fraction of the number processed for these collections in previous years.

A total of 3,784 volumes were processed (1,743 less than in 1958/59), of which 1,207 were new acquisitions and 2,577 were from collections previously received. The collections were decreased in 1959/60 by the transfer of 3,478 volumes from the Department. 1,238 were transferred from Typographic to Graphic Arts and 1,001 sent to the duplicate collection. Likewise 620 volumes were transferred from Book Arts to Graphic Arts, and 402 sent to the duplicate collection. Another 200 were transferred from Typographic and "Y" collections to Business, Journalism and the General Library. Such "weeding" helps to place non-rare materials where they are more generally accessible, and to reduce the number of the same which must be given rare book care and servicing because of their location.

Historical Maps

330 historical maps were indexed and filed by the staff of Special Collections, bringing our recorded holdings in this field to 1,168 maps.

Departmental Holdings - Printed Materials

The total recorded holdings in printed materials stands at 208,258 as of June 30, 1960, an increase of 1,541 over 1958/59 holdings. Of these approximately 60,328 volumes are uncataloged or in the process of transfer from other departments (i.e. Montgomery and Science).

Manuscripts

Acquisition

The Department's manuscript holdings have been increased by the addition

of 310 individual manuscripts and 10 manuscript collections (ca. 25,000 items). The latter includes the George W. Perkins Papers on Banking and Finance, the gift of Mrs. Edward W. Freeman and the late George W. Perkins, Jr.; Letters from John Dewey to Corinne Frost, the gift of Mrs. Frost; The Mark Van Doren Papers, the gift of Professor Van Doren; the James G. Phelps Stokes Papers, presented by the late Dr. Stokes; The Henry L. Moore Papers on Economics and Econometrics, presented by the legatees of his estate; The Arthur Jeffery Papers (Near East Antiquities), the gift of Mrs. Jeffery; and the Thomas W. Olcott Papers, the gift of various relatives and the Mechanics and Farmers Bank of Albany, bringing the total number of manuscript collections to 330. Of these 204 are arranged and indexed, 91 are arranged but not indexed and 34 are neither arranged nor indexed.

Additions totalling about 3,000 items were made to the Allan Nevins, Millen Brand, John Jay, Lewis Corey, Allan Lewis, D. E. Smith, etc., collections.

43 memoirs were added to the Oral History Research Office file of Reminiscences, including those of Allan Nevins, Arthur Schlesinger, August L. Mencken, Elmer Davis, Philip C. Jessup, Frank D. Fackenthal, James Reston, Dean Acheson and the Popular Arts Program.

Seven additions were made to the Authors' Manuscripts Collection by Alice Tisdale Hobart (Mrs. Earle), Lucien Price and Agatha Young.

Mr. and Mrs. Alfred C. Berol have continued their generous benefactions by presenting 265 drawings and 30 sketch books by Arthur Rackham to be added to the collection of books illustrated by Rackham previously presented by the Berols. This collection should now be one of the major sources for the study of Arthur Rackham.

Mrs. Jeannette Monroe Bassett and Ellis Monroe have presented their father's collection of antiquities, including 75 cuneiform tablets, 10 original oracle bones and several pottery vases, etc.

Cataloging

14,107 letters and documents were sorted, indexed and filed for 21 collections

including the Charlemagne Tower Papers, the Bancroft Papers, the E. C. Stedman Papers, the John Jay Papers, the Frank A. Vanderlip Papers, the Dramatic Museum Papers, the George Haven Putnam Papers, the Manuel Komroff Papers, the James Stillman Papers, the Sydney Howard Gay Papers, and the Salzer Collection (Mayor's Court Papers).

24 book manuscripts were processed:--14 ("X" collection) received in the regular routine from the Cataloging Department; 10 were indexed in Special Collections (Gen. Ms.-1; Near Eastern-9).

Charlemagne Tower Papers

Considerable progress had been made this year in the organizing and indexing of the Tower Collection, but about half of the papers still remain to be processed. At this point a count was made of the items processed to date: 7,196 letters and 1,057 documents. This count includes some work done in years preceding 1959/60.

Work on the Vanderlip and John Jay Papers has been slowed down by the withdrawal of the Assistant Librarian to take temporary charge of the Columbiana Library after the resignation of Milton Halsey Thomas. The absence of Miss Bonnell from Special Collections has made it necessary for Miss June Lord-Wood, who is processing the above-mentioned collections, to devote more of her time to other functions in the Department.

Binding

The binding of Special Collections books by the commercial binder was full of problems this year. It was found that increasingly the work, performed by Dess and Talan so well in the past, was becoming very unsatisfactory. At the same time Dess and Talan requested that no binding be sent to them requiring special materials or techniques, as they were no longer equipped to handle such. After consultation it was decided that Miss von Dobeneck would investigate and try to find a binder whose work would better satisfy our needs. In February,

after samples had been examined, a few books were sent to the Maroquin Binders to see whether they might be a replacement for Dess and Talan. The work was returned promptly (after a month as agreed) and far exceeded our hopes in technique and tasteful binding. Since their price scale is considerably lower than Dess and Talan, this offers still another inducement to continue to send our binding to them. During the year 8 books (Incunabula and Plimpton) were sent to the James Macdonald Company for quarter leather binding.

The repair of full leather bindings remains as always a problem. We thought it was partly solved this winter when Dess and Talan asked if we had some work which Mr. Talan, Sr. could do to occupy his time, the charge to us to be at normal rate of time. About 24 volumes were so repaired, but Mr. Talan was unable to continue and so the project was abandoned, although the work was most satisfactory. This leaves the problem where it was--for the attention of Miss von Dobeneck.

412 volumes were sent to the commercial bindery in 1959/60, of which 106 volumes were Masters' Essays. 1,125 volumes were sent to the Binding Department for board portfolio, pamphlet binding and minor repairs.

Book Oiling

163 leather bindings were oiled and polished this year, a considerable decrease from last year's figure, due chiefly to the fact that Miss Lord-Wood, for reasons stated above, was unable to devote time to the project.

Catalog Records

Shelf list records for the Mary, Queen of Scots (612) and Johnson (2,092) collections were completed this year, providing Special Collections with at least a shelf list record of all major cataloged collections under its care. (The "Z" collection still does not have this record). When these collections, for which shelf list records have recently been made (Phoenix, Jeanne d'Arc, Johnson, and Mary, Queen of Scots), have been shelf read, the remaining records will be made. Shelf reading has been started for the Phoenix Collection.

CIRCULATION

ANNUAL ~~MONTHLY~~ STATISTICS

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Special Collections

DATE: 1959-60

	I. USE IN LIBRARY		II. CIRCULATION	
	A. Reserve	B. Non-reserve	A. Reserve	B. Non-reserve
	1. Signed 2. Shelving	1. Signed 2. Shelving		
Books		10488		2
Unbound Periodical				
Vertical File				
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
Mss.		3825		2
Sub-Total		14313		
Grand TOTAL				14313

R36(558)M

III. INTER & INTRA LIBRARY LOANS	
A. Interlib. loan service	
B. Local inter. loan service	12
C. Intralib. loan service	1146
D. Photo. service	1008
E. Technical service	3541
TOTAL	5707

ATTENDANCE TOTAL door count	6370
ATTENDANCE Average spot check	
Hours open during month ____ year	2524
Receipts for rental reserves	
For notes and comments use additional sheet.	

IV. STATISTICS
Annual Report --- Special Collections
1959-1960

	1956/57	1957/58	1958/59	1959/60
Readers visits	4584	4332	4225	6370
Use on the premises	12063	10796	12844	14313
Printed materials	(9721)	(9086)	(9016)	(10488)
Manuscripts	(2342	(1710)	(3828)	(3825)
Circulation	37	1	9	2
Intramural loan	1894	1763	2528	2154
Local Interlibrary loan	65	37	19	12
Cataloging Dept.	(4188)	(4422)	(2196)	(2004)
Binding Dept.	(1572)	(1850)	(1842)	(1537)
Total use	14059	12597	14900	16481

(Figures in brackets are not included in the totals)

I. Growth of the Collections

Printed Materials

New Acquisitions cataloged. 1207

"B"	259
"B" (doc. diss.)	373
"B" (ms. catalogs)	58
Benjamin, Park	56
Book Arts	52
Columbiana	59
COA (Master's essays)	106
COP (Pulitzer awards)	26
Dramatic Library	134
Epstean	10
Howard, Bronson	20
Jeanne d'Arc	2
Macy	12
Johnson	6
Papyrus and Epigraphy	8
Reference	30

Previous Acquisitions cataloged. 2577

"B" (from Book Arts)	55
"B" (from Science)	437
Book Arts (from Typographic)	19
Dramatic Library	175
Lodge	23
Montgomery	305
Reference (from Typographic)	22
Seligman	1046
Smith	287
Spinoza	8

Historical maps - indexed and filed. 330

New Acquisitions uncataloged		3812
Bechtel	130	
Benjamin, William	61	
Churchill (Longwell)	4	
Dramatic Library	206	
Engel	1	
Moore, Henry	3000	
Plimpton	10	
Wood	400	
Additions to deposit collections		4
Medical Library	2	
Music Library	2	
Transferred from Special Collections		3478
"B" to Duplicate collection	16	
Book Arts to Graphic Arts	620	
Book Arts to Duplicate collection	402	
Typographic to Graphic Arts	1238	
Typographic to Duplicate collection	1001	
Typographic to General Library	119	
Typographic to Journalism Library	48	
Typographic to Business Library	22	
"Y" to General Library	10	
"Y" to Duplicate collection	2	
Total recorded holdings - Printed materials - 6/30/59		206,717
New acquisitions - cataloged	1207	
New acquisitions - uncataloged	3812	
Transfers	3478	
Total recorded holdings - Printed materials 6/30/60		208,258

Manuscript and Manuscript Collections

New Acquisitions

Individual manuscripts	310	
Book manuscripts	13	
Letters and documents	297	
Manuscript collections	10	(ca. 25,000 items)
Additions to 8 collections previously received	ca. 3000 items	
Oral History Research Office - Reminiscences	43	
Author's manuscripts	7	

Manuscripts processed 14107

Book manuscripts		
"X" (processed in cataloging dept.)		14
General manuscripts (processed in Spec Coll)		1
Near Eastern (processed in Spec Coll)		9
Individual manuscripts (letters and documents) (processed in Special Collections) (from 21 collections)		14083

Total recorded manuscript holdings 6/30/60

"X"	2325	
Near Eastern (Smith)	426	
Indic	300	
Western (Plimpton) De Ricci	319	
Western (Smith). De Ricci	46	
Author's manuscripts	47	
Manuscript collections	330	
Arranged and indexed	204	
Arranged but not indexed	91	
Neither arranged nor indexed	34	

Other materials received

Drawings and sketches (Rackham)	295
Cuneiform tablets	77
Oracle bones	10
Other objects	15

II. Number of titles for which catalog cards have been received 4091
(Each title has a minimum of four cards)

III. Reference letters 294

IV. Books oiled and polished 163

V. GIFTS

1. A.I.G.A.	50 Books, 1959	250.00
2. Bassett, Mrs. J. M. & Mr. E. Monroe	Antiquities	$ 3,060.00
3. Bechtel, Mrs. E.deT(Friend)	Books	1,042.50
4. Berol, Mr. and Mrs. A. C. (Friends)	Rackham drawings	25,385.00
5. Crary, Mrs. C. S.	Jay letters	504.60
6. Engel, Mr. & Mrs. Bolton (Friends)	3rd Shakespeare folio	10,995.00
7. Freeman, Mrs. E. W. & G. W. Perkins, Jr.	G.W. Perkins papers	1,000.00
8. Friedman, H. G. (Friend)	Various items	1,676.50
9. Frost, Mrs. C.	150 J. Dewey letters	1,000.00
10. Hughes, Mrs. A. M. R.	Jay letters	2,085.00
11. Jay, Miss Frances	Jay letters	1,250.00
12. Jay, John	Jay letters	420.00
13. Jay, Mrs. Peter A.	Jay letters	2,000.00
14. Jay, Mrs. Pierre	Jay letters	2,500.00
15. Jeffery, Mrs. A.	Arthur Jeffery papers	250.00
16. Moore, H. L. (Estate)	Library and papers	7,775.50
17. Olcott, D. W. (et al)	T. W. Olcott papers	15,000.00
18. Price, Lucien	Manuscripts	500.00
19. Stokes, J. G. Phelps	Papers and antiquities	7,800.00
20. Van Doren, Mark	Mss. and letters	7,542.50
21. Weeks, Miss M.	Early editions	255.00
22. Wood, Roy U.	Library (435 vols.)	3,015.00
		$95,306.60
42 other gifts of under $250.00		$ 2,226.75
Total 64 gifts		$97,533.35

VI.

Columbia University Libraries
Archive of Russian and East European History and Culture
ANNUAL REPORT: July 1, 1959-June 30, 1960

General.

The Archive is well known to the entire East European emigration as the central depository of historical materials. This is attested by our extensive correspondence and the acquisitions from various countries of Europe, Asia, Africa, both Americas, and Australia. Almost every exile is confident that the Archive always comes to the rescue of all those valuable materials which are threatened by destruction and oblivion, that the Archive fulfills to the last letter all conditions and restrictions imposed by the owners or custodians of accepted materials, and that the Archive never pursues any political goals, but is dedicated to the historical science, and is always trying to assist the objective scholar in performance of his task.

Main Purpose.

The Archive continues to execute its major task of gathering together the historical materials, since if not so gathered, many of these materials would be forever lost to any researchist-historian.

Year's Acquisitions.

According to the Inventory Card Index the following are the materials which the Archive has collected during the past year.

Archival collections (every collection as a unit) - 28 colls.

Manuscripts (mostly memoirs) - 88 mss.

Epistolary collections - 12.

Special collections of various materials - 29.
Of these materials, 65 per cent were acquired on a gift status and 35 per cent were purchased with small token payments.

Study and Appraisal.

Each acquisition required extensive preliminary study, research of its background, and lastly, the most delicate problem of all - a fair appraisal.

Correspondence Prior to Acquisition.

Almost every one of the materials acquired was the result of an extensive search and lengthy correspondence,

Resumes.

Each acquisition was based on a resume (summary) concerning its nature and value. The number of these resumes totalled about 130 for this year.

Subject and Person Card Index.

As soon as the acquired materials were read, cards were made out for them to constitute a Subject and Person (Name) Index which should cover all acquisitions.

Use of Materials.

In accordance with permission from Professor Philip E. Mosely, there were in the current year 44 Columbia University students visits. They used the materials pertaining to the reign of Emperor Alexander II and his reforms; the constitutional and revolutionary movement in the former Russian Empire before the first revolution;

the development of the Zemstvo organisations; the activities of V.K.Pleve, S.I.Vitte, P.A.Stolypin; Gosud. Duma and Gosud. Soviet during 1906-1914; Revolution 1917; the Moscow State Conference and Democratic Conference; the White Movement in the South of Russia; the personality of General A.I.Denikin; the history of Menshevism; the history of the C.P.S.U.; and the political situation in the U.S.S.R. before World War 2.

Non-Columbia University scholars paid 38 visits. They used the collections and materials pertaining to the following subjects: P.A.Stolypin's reforms; P.A.Stolypin and the Zemstvo; P.A.Stolypin and Emperor Nicholas II; the history of the Kadet party; the Russian intelligentsiia in 1900-1917 (Russian Cultural History of this period); the Russian Problem at the Paris Peace Conference (1918--1919); Western Powers and Finland in 1919; German colonists in Russia in 1914-1941; the relations between the U.S. and the U.S.S.R. during 1923-1933.

Prospects for the Comig Year.

Grounds have already been prepared for the acquisition of many new materials which will enter the Archive within the coming year.

Lev F. Magerovsky.

Lev F. Magerovsky
Curator, Archive of Russia and East European
History and Culture

ANNUAL REPORT

COLUMBIANA

COLUMBIA UNIVERSITY LIBRARIES

1959 - 1960

ANNUAL ~~MONTHLY~~ CIRCULATION STATISTICS

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Columbiana

DATE 1959-60

	I. USE IN LIBRARY		II. CIRCULATION	
	A. Reserve	B. Non-reserve	A. Reserve	B. Non-reserve
	1. Signed 2. Shelving	1. Signed 2. Shelving		
Books		664		
Unbound Periodical				
Vertical File		260		
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
Mss.		483		
Sub-Total		1407		
Grand TOTAL				1407

R36(558)M

III. INTER & INTRA LIBRARY LOANS	
A. Interlib. loan service	
B. Local inter. loan service	2
C. Intralib. loan service	191
D. Photo. service	66
E. Technical service	152
TOTAL	411

Readers 479

ATTENDANCE Visitors 702
TOTAL door count

ATTENDANCE
Average spot check

Hours open during ~~month~~ year 732

Receipts for rental reserves

For notes and comments use additional sheet.

Columbiana
ANNUAL REPORT
1959-1960

STATISTICS
(October-June)

	1958/59	1959/60
Reader visits	534	479
Visitors	1126	702
Use on Premises	2170	1407
Books	(1526)	(664)
Manuscript boxes	(644)	(483)
Vertical File, etc.	no count	(260)
Intramural loan	no count	257
Local Interlibrary loan	no count	2
Interlibrary Loan	no count	8
Cataloging Department	no count	(55)
Binding Department	no count	(97)
Total	2170	1667
(figures in brackets are not included in totals)		
Manuscripts indexed and filed		3958

Commentary

I - Care and Organization of the Collections

When the Columbiana Library was taken over for immediate supervision by the staff of Special Collections on September 26, 1959, it was found that every table and vertical file top in both Reading Room and office held dusty piles of materials heaped indiscriminately -- pictures, pamphlets, manuscripts, books (catalogued and uncatalogued), departmental correspondence, diplomas, and multitudes of Columbia catalogues. Most of the cupboards, likewise held the same sort of miscellany. Upon investigation, shortly, of other areas allotted to Columbiana (North Gallery, West Gallery, caged area in Mathematics Library stacks) the same conditions were found to prevail.

It can be reported now, after nine months, that the Columbiana Reading Room, Office and the cage in Mathematics have been cleared and the materials filed in their correct places, or, in the case of manuscripts, set aside for indexing. The North and West galleries still have considerable work to be

done on them.

Shelf List and shelf reading

No shelf list record of the Columbiana Collection was found in the Reading Room and it was thought that an entire shelf list would have to be made from records in the Cataloging Department. However, in December, a partial shelf list was located on the North gallery, no cards apparently having been added since about 1948. With the aid of a typist this record was checked with the Columbiana shelf list in the Cataloging Department and the cards which were lacking copied. Upon completion of the shelf list about April 15, shelf reading of the collection was undertaken. This first check through was completed about June 30th and showed at that point 680 volumes not located. A re-check of these items will probably reduce this figure somewhat. No volume by volume count was made of the collection but the shelf list seems to indicate that there are about 30,000 volumes at a rough guess.

Serials Records

Records for serials in Columbiana, including the numerous files of Columbia catalogues, had not been kept up to date, again since about 1948, and many of the serials unfiled. The records were checked with the books and catalogues, and serial record cards made for each title so that missing numbers may be seen at a glance. A check of the duplicate holdings in Room 10 may fill in some of these gaps. This record making is now practically complete, but, in order to be effective, must be continued. The getting, adding to records and shelving of the various serials each year is a project in itself.

News Releases

Mimeographed press releases from the News Office were found in great abundance dating from 1947/48. These have been indexed and filed chronologically, as they are a valuable source of information for the type of question received daily in Columbiana, especially since a percentage at least are never published.

Clipping File

Two newspapers - the New York Times and the New York Herald Tribune are clipped each day for items of Columbia interest. These clippings are mounted and filed in two groups -- a biographical file and a subject file. In addition the Alumni Office sends each month Columbia obituaries clipped from newspapers in other cities. The great backlog of these clippings found in the Reading Room has been processed but still to be amalgamated with the biographical file are two file cabinets of clippings from the Alumni Office in 1958. These are currently housed on the gallery.

The clipping, mounting and filing of current clippings occupies on an average of from two to three hours each day. Since these files constitute one of the basic reference tools for the reference service of Columbiana, however, it seems as if this amount of time should be afforded to keep the work up to date.

Cataloging

Books

Fifty-five titles were sent for cataloging, of which two were additions to the King's College Collection. There remain between three and four hundred volumes in the Columbiana Reading Room which are uncataloged. Some of these are duplicates of ones already cataloged, others are possibly not wanted as cataloged in Columbiana, but the majority should be processed.

Manuscripts

3958 manuscripts have been indexed and filed by the staff of Columbiana.

General Manuscript Collection --	348
Seth Low Papers..... --	2863
Fish(Nicholas) Family Papers --	519
Physicians and Surgeons..... --	22
Sir James Jay..... --	57
Cutler Papers..... --	45
Hollis Papers..... --	18
College Papers..... --	10
Diplomas..... --	56

Of these about 500 were among the items scattered about the Reading Room. The

majority of those so found were organized into a general manuscript collection (348) and the others added to the collections to which they belong.

A start was made toward arranging and indexing the Seth Low and Fish (Nicholas) Family Papers. Both of these collections are extensive and will require considerable time for processing.

The Catalogue of manuscripts, as found in Columbiana, contains cards chiefly for the College Papers, the Hamilton Fish Papers and the Peter van Schaack Papers.

Binding

Very little binding and repair work has been undertaken this year, although many of the books are in poor condition. 97 volumes were sent to the local bindery for board portfolio, and 5 volumes in the King's College Collection were oiled and polished. A number of leather bound volumes among the King's College books need repair as well as many in the rest of the collection.

The various aspects of the processing undertaken were hampered and to a certain extent slowed down by the removal in December of the Columbiana staff from the office allotted to this library to provide office space for the International Fellows Program. The Director of the Program was installed in the office at this time and his secretaries allotted space in the Reading Room. This latter has deprived the library of further work space and added the confusion and noise of two other telephones and many visitors.

II - Additions to the Collections

Additions have been made to the collections this year chiefly through gift or transfer from other parts of the Libraries.

Gifts

October - 10 engineering drawings of Charles E. Colby, adjunct professor of chemistry, the gift of his son Elbridge Colby.

November - Correspondence and records of the Alumni Association of Columbia College (1956-59) and correspondence of the Class of 1924, the gift

of Aaron Berg, CC '24 and past president of the Alumni Association of Columbia College. 5 boxes.

January - Six titles by Alice I. Hazeltine, sometime professor in the School of Library Service, with special bindings. From the library of Miss Hazeltine.

February - Correspondence and records of the Alumni Association of Columbia College (1927-1948). From the Alumni Association Office. 7 boxes.

March-June Miss Penelope Noyes has presented from time to time various correspondence, memorabilia, etc. collected by her father, James Atkins Noyes, Mines '78. These relate chiefly to the School of Mines and include letters, drawings, scrapbooks and pictures.

May - Columbia scrapbook kept by Herbert L. Satterlee, B.S. 1883, the gift of his daughter, Mabel S. Ingalls.

Correspondence and memorabilia of the Class of 1913, Columbia College, presented by Walter Mohr, CC '13. 1 box.

June - Fine Arts Department - Departmental Correspondence 1940-50. 5 boxes. From the Department.

III - Uses of the Collections

In 479 reader visits, 1667 items were used from the Columbiana Collection from October 1, 1959 to June 30, 1960. Ranking high among the books called for are various volumes of the Bulletin of Information, student and faculty Directories, Yearbooks of the various schools, and student publications.

In the manuscript area, the Nicholas Murray Butler Papers easily topped all others, having seven scholars during the year engaged upon major research projects in the Papers. Used also extensively were the Seth Low Papers and the College Papers.

In addition to the book and manuscript materials, Columbiana receives constant request for information about alumni, mainly faculty members (past and present), etc. This material is supplied from the tremendous clipping

and picture file maintained in the department.

Among the scholars and researchers to make use of Columbiana's facilities this year were Edmunds Lous, Commonwealth Fellow at Harvard, using the Seth Low-Theodore Roosevelt correspondence for a study of Theodore Roosevelt; Richard Wittemore of Western Washington College of Education for Dr. Butler's relations with Teacher's College; Edward Krug of the University of Wisconsin, for Dr. Butler's relation to the advance of secondary education in the United States; Dr. Byron Stookey, College of Physicians and Surgeons, retired, using the College Papers for materials relating to the History of medical education at Columbia; Lewis S. Feuer of the University of California to consult materials relating to John Dewey.

Visitors

Columbiana is host to many visitors each year, some interested passers-by, some families of students and many on regularly guided tours. The former often have many questions to ask of the Columbiana staff and are shown some of the items of Columbia interest which are on exhibit. This year the model of the East Campus has attracted additional interest.

Loans

257 items were loaned from the collection, chiefly to Officers of Administration in Low Memorial Library.

Exhibitions

At the request of the News Office an exhibition of material relating to Clement Clarke Moore was installed in the Columbiana Reading Room for the Christmas season.

Exhibitions were arranged in the Rotunda on the occasions of the Bancroft and Hamilton dinners, for which occasions the Columbiana Reading Room was open for the guests of the evening.

Remodelling

On June 27 the Columbiana Reading Room was closed to service during the remodelling of the south half of the room to form a King's College Room.

This construction has forced the transfer of twelve vertical file cases, boxes of academic costume, etc. and books from the south part of the room to the center of the north part of the room, reducing to almost nothing the work space in the room. Since these materials will not be returned to their former positions, they will have to be re-located before service on anything like a normal basis can be resumed in Columbiana.

Staff

Whatever has been accomplished in Columbiana this year is due largely to the cooperation and efficiency of the staff employed in the library this year. Mrs. Joan Stevenson, Miss Pat Pendley and Mr. David Petteys have given unstintingly of their energies in whatever tasks (no matter how disagreeable) they were assigned.

ANNUAL REPORT
July 1, 1959 - June 30, 1960

Purchases
$250. or more

Fund 484, Albert Ulmann

Balzac, H. de. Le chef-d'oeuvre inconnu. Paris, A. Vollard, 1931. With illustrations by Picasso.
$780.00. (May)

Fund 482, Smith

1. Roth, Johan Jacob. Arithmetica. Basel, Johan Jacob Genath, 1609.
$250.00. (February)

2. Scheiner, Christoph. Rosa Ursina, sive Sol ex admiranda Facularum et Macularum suarum Phoenomeno varius, Libris quatuor mobilis ostensus. Bracciani, 1626-30.
$435.00. (March)

Fund 497, Lodge

1. Terentius Afer, Publius. Comoediae, with Vita Terentii, the commentary of Donatus and partial commentary of Calphurnius. 4 November 1488. Lyon, Jean Du Pre, 1488.
$475.00. (July)

2. Apuleius, Lucius. Asinus Aureus. Edited, with commentary by Phillipus Beroaldus, and with additions by Beroaldus and Coelus Calcagninus. Bologna, 1500.
$250.00. (February)

Fund 400, Bancroft

John Jay. Collection of 2438 letters to and from.
1st of 3 equal annual installments.
$12,000.00. (October)

No purchases $250.00 or over in:

August
September
November
December
January
April
June

EXHIBITIONS

July 1, 1959 - June 30, 1960

Great Printing Through the Centuries
July 13, 1959 - November 3, 1959.

Books and Manuscripts on the Risorgimento and the Unification of Italy
November 5, 1959 - January 12, 1960.

Highlights from the Columbia Libraries Collections
March 1, 1960 - May 13, 1960.

American Institute of Graphic Arts
The 50 Books of 1959
and
150 Best Paperbacks
June 16, 1960 - July 9, 1960

CIRCULATION

~~MONTHLY~~ STATISTICS Annual

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Columbiana

DATE: 1959-60

	I. USE IN LIBRARY		II. CIRCULATION	
	A. Reserve	B. Non-reserve	A. Reserve	B. Non reserve
Units	1. Signed 2. Shelving	1. Signed 2. Shelving		
Books		664		
Unbound periodicals				
Vertical file		260		
Graphic Materials				
Micro-film				
Phono-graph Records				
Catalogs				
Rental Reserves				
Mss		483		
SubTotal		1407		
TOTAL				
Grand Total				1407

III. INTER & INTRALIBRARY LOANS	
A. Interlib. loan Service	
B. Local interlib. loan service	2
C. Intralib. loan service	191
D. Photo service	66
E. Technical Services	152
TOTAL	411

Attendance: Total door count	Readers - 479 Visitors - 702
Attendance: Average spot check	
Hours open during ~~month~~ year	432
Receipts for Rental reserves	

For notes and comments use additional sheet

R3C(552)M2

Columbiana
ANNUAL REPORT
1959-1960

STATISTICS
(October-June)

	1958/59	1959/60
Reader visits	534	479
Visitors	1126	702
Use on the Premises	2170	1407
Books	(1526)	(664)
Manuscript boxes	(644)	(483)
Vertical File, etc.	no count	(260)
Intramural loan	no count	257
Local Interlibrary loan	no count	2
InterLibrary Loan	no count	8
Cataloging Department	no count	(55)
Binding Department	no count	(97)
Total	2170	1667

(figures in brackets are not included in totals)

Manuscripts indexed and filed 3958

Commentary

I - Care and Organization of the Collections

When the Columbiana Library was taken over for immediate supervision by the staff of Special Collections on September 26, 1959, it was found that every table and vertical file top in both Reading Room and office held dusty piles of materials heaped indiscriminately -- pictures, pamphlets, manuscripts, books (catalogued and uncatalogued), departmental correspondence, diplomas, and multitudes of Columbia catalogues. Most of the cupboards, likewise held the same sort of miscellany. Upon investigation, shortly, of other areas allotted to Columbiana (North Gallery, West Gallery, caged area in Mathematics Library stacks) the same conditions were found to prevail.

It can be reported now, after nine months, that the Columbiana Reading Room, Office and the cage in Mathematics have been cleared and the materials filed in their correct places, or, in the case of manuscripts, set aside for indexing. The North and West galleries still have considerable work to be

done on them.

Shelf List and shelf reading

No shelf list record of the Columbiana Collection was found in the Reading Room and it was thought that an entire shelf list would have to be made from records in the Cataloging Department. However, in December, a partial shelf list was located on the North gallery, no cards apparently having been added since about 1948. With the aid of a typist this record was checked with the Columbiana shelf list in the Cataloging Department and the cards which were lacking copied. Upon completion of the shelf list about April 15, shelf reading of the collection was undertaken. This first check through was completed about June 30th and showed at that point 680 volumes not located. A re-check of these items will probably reduce this figure somewhat. No volume by volume count was made of the collection but the shelf list seems to indicate that there are about 30,000 volumes at a rough guess.

Serials Records

Records for serials in Columbiana, including the numerous files of Columbia catalogues, had not been kept up to date, again since about 1948, and many of the serials unfiled. The records were checked with the books and catalogues, and serial record cards made for each title so that missing numbers may be seen at a glance. A check of the duplicate holdings in Room 10 may fill in some of these gaps. This record making is now practically complete, but, in order to be effective, must be continued. The getting, adding to records and shelving of the various serials each year is a project in itself.

News Releases

Mimeographed press releases from the News Office were found in great abundance dating from 1947/48. These have been indexed and filed chronologically, as they are a valuable source of information for the type of question received daily in Columbiana, especially since a percentage at least are never published.

~~Clipping File~~

Clipping File

Two newspapers - the New York Times and the New York Herlad Tribune are clipped each day for items of Columbia interest. These clippings are mounted and filed in two groups -- a biographical file and a subject file. In addition the Alumni Office sends each month Columbia obituaries clipped from newspapers in other cities. The great backlog of these clippings found in the Reading Room has been processed but still to be amalgamated with the biographical file are two file cabinets of clippings from the Alumni Office in 1958. These are currently housed on the gallery.

The clipping, mounting and filing of current clippings occupies on an average of from two to three hours each day. Since these files constitute one of the basic reference tools for the reference service of Columbiana, however, it seems as if this amount of time should be afforded to keep the work up to date.

Cataloging

Books

Fifty-five titles were sent for cataloging, of which two were additions to the King's College Collection. There remain between three and four hundred volumes in the Columbiana Reading Room which are uncatalogued. Some of these are duplicates of ones already catalogued, others are possibly not wanted as catalogued in Columbiana, but the majority should be processed.

Manuscripts

3958 manuscripts have been indexed and filed by the staff of Columbiana.

General Manuscript Collection	--	348
Seth Low Papers	--	2863
Fish(Nicholas) Family Papers	--	519
Physicians and Surgeons	--	22
Sir James Jay	--	57
Cutler Papers	--	45
Holls Papers	--	18
College Papers.....	--	10
Diplomas	--	56

Of these about 500 were among the items scattered about the Reading Room. The

majority of those so found were organized into a general manuscript collection (348) and the others added to the collections to which they belong.

A start was made toward arranging and indexing the Seth Low and Fish (Nicholas) Family Papers. Both of these collections are extensive and will require considerable time for processing.

The Catalogue of manuscripts, as found in Columbiana, contains cards chiefly for the College Papers, the Hamilton Fish Papers and the Peter van Schaack Papers.

Binding

Very little binding and repair work has been undertaken this year, although many of the books are in poor condition. 97 volumes were sent to the local bindery for board portfolio, and 5 volumes in the King's College Collection were oiled and polished. A number of leather bound volumes among the King's College books need repair as well as many in the rest of the collection.

The various aspects of the processing undertaken were hampered and to a certain extent slowed down by the removal in December of the Columbiana staff from the office allotted to this library to provide office space for the International Fellows Program. The Director of the Program was installed in the office at this time and his secretaries allotted space in the Reading Room. This latter has deprived the library of further work space and added the confusion and noise of two other telephones and many visitors.

II - Additions to the Collections

Additions have been made to the collections this year chiefly through gift or transfer from other parts of the Libraries.

Gifts

October - 10 engineering drawings of Charles E. Colby, adjunct professor of chemistry, the gift of his son Elbridge Colby.

November - Correspondence and records of the Alumni Association of Columbia College (1956-59) and correspondence of the Class of 1924, the gift

of Aaron Berg, CC '24 and past president of the Alumni Association of Columbia College. 5 boxes

January -- Six titles by Alice I. Hazeltine, sometime professor in the School of Library Service, with special bindings. From the Library of Miss Hazeltine.

February - Correspondence and records of the Alumni Association of Columbia College (1927-1948). From the Alumni Association Office. 7 boxes

March-June Miss Penelope Noyes has presented from time to time various correspondence, memorabilia , etc. collected by her father, James Atkins Noyes, Mines '78. These relate chiefly to the School of Mines and include letters, drawings, scrapbooks and pictures.

May -- Columbia scrapbook kept by Herbert L. Satterlee, B.S. 1883, the gift of his daughter, Mabel S. Ingalls.

Correspondence and memorabilia of the Class of 1913, Columbia College, presented by Walter Mohr, CC '13. 1 box

June -- Fine Arts Department - Departmental Correspondence 1940-50 5 boxes. From the Department.

III - Uses of the Collections

In 479 reader visits, 1667 items were used from the Columbiana Collection from October 1, 1959 to June 30, 1960. Ranking high among the books called for are various volumes of the Bulletin of Information, student and faculty Directories, Yearbooks of the various schools, and student publications.

In the manuscript area, the Nicholas Murray Butler Papers easily topped all others, having seven scholars during the year engaged upon major research projects in the Papers. Used also extensively were the Seth Low Papers and the College Papers.

In addition to the book and manuscript materials, Columbiana receives constant request for information about alumni, faculty members (past and present), etc. This material is supplied mainly from the tremendous clipping

and picture file maintained in the department.

Among the scholars and researchers to make use of Columbiana's facilities this year were Edmunds Ions, Commonwealth Fellow at Harvard, using the Seth Low-Theodore Roosevelt correspondence for a study of Theodore Roosevelt; Richard Wittemore of Western Washington College of Education for Dr. Butler's relations with Teacher's College; Edward Krug of the Univeristy of Wisconsin, for Dr. Butler's relation to the advance of secondary education in the United States; Dr. Byron Stookey, College of Physicians and Surgeons, retired, using the College Papers for materials relating to the history of medical education at Columbia; Lewis S. Feuer of the University of California to consult materials relating to John Dewey.

Visitors

Columbiana is host to many visitors each year, some interested passers-by, some families of students and many on regularly guided tours. The former often have many questions to ask of the Columbiana staff and are shown some of the items of Columbia interest which are on exhibit. This year the model of the East Campus has attracted additional interest.

Loans

257 items were loaned from the collection, chiefly to Officers of Administration in Low Memorial Library.

Exhibitions

At the request of the News Office an exhibition of material relating to Clement Clarke Moore was installed in the Columbiana Reading Room for the Christmas season.

Exhibitions were arranged in the Rotunda on the occasions of the Bancroft and Hamilton dinners, for which occasions the Columbiana Reading Room was open for the guests of the evening.

Remodelling

On June 27 the Columbiana Reading Room was closed to service during the remodelling of the south half of the room to form a King's College Room.

This construction has forced the transfer of twelve vertical file cases, boxes of academic costume, etc. and books from the south part of the room to the center of the north part of the room, reducing to almost nothing the work space in the room. Since these materials will not be returned to their former positions, they will have to be re-located before service on anything like a normal basis can be resumed in Columbiana.

Staff

Whatever has been accomplished in Columbiana this year is due largely to the cooperation and efficiency of the staff employed in the library this year. Mrs. Joan Stevenson, Miss Pat Pendley and Mr. David Petteys have given unstintingly of their energies in whatever tasks(no matter how disagreeable) they were assigned.

ANNUAL REPORT
1959-1960

Organization and care of the Collections.

I - Printed Materials

Acquisition

The collections have been increased this year by the addition of 5019 new volumes (1207 catalogued, and 3812 uncatalogued). Included in this figure are the Bechtel gift of 130 volumes from the Collection of Edwin T. Bechtel, presented by Mrs. Bechtel; the Henry L. Moore Collection on Economics and Econometrics (ca. 3000 vols.), the gift of the legatees of his estate - Mrs. Edith Cole, Mrs. Eleanor Ford and Dallas Shafer; the Roy U. Wood gift of 400 volumes of literary first editions, presented by Mr. Wood; 61 volumes of Les Productions de Paris, presented by Mr. Henry Rogers Benjamin; the productions of the Limited Editions Club (12 v.), presented by Mrs. George Macy; the book and manuscript collections of the Brander Matthews Dramatic Museum, housed formerly in 802 Philosophy, as well as many volumes of playbills were transferred to Burgess-Carpenter and Special Collections. A number of volumes extra-illustrated with letters, and many fine bindings were included in this acquisition of about 350 volumes. Mr. Harry Friedman and Mr. Judah Joffe have continued their generous gifts in various fields, adding to our collections many notable volumes. Mr. and Mrs. Solton Engel have presented a magnificent copy of the Third Folio of Shakespeare's Comedies, Histories and Tragedies. London, for Philip Chetwinde, 1663. It is bound in full red levant, gold tooled by Riviere. The Libraries now own a copy of each of the first four folios of Shakespeare's works.

Two volumes were received from the Medical Library and two from the Music Library to be added to the Deposit Collections.

Cataloging

Cataloging of printed materials, as in years past, has included titles from new and previous acquisitions. The number of volumes catalogued has dropped considerably in the last two years as indicated in the Annual Report for 1958/59 and again this year.

Cataloging in the Seligman Collection has proceeded at the normal rate, and considerable progress has been made in the transfer of periodicals from the Typographic Library to the Graphic Arts Collection. Transfer of volumes from Science Collections to "B" and from the Business Library (Montgomery) to Montgomery (Spec. Coll.) has been about as usual. However only 781 volumes were added to the "B" Collection (of which 492 were transfer from Book Arts and Typographic) 23 to the Lodge Collection, representing but a fraction of the number processed for these collections in previous years.

A total of 3784 volumes were processed (1743 less than in 1958/59) of which 1207 were new acquisitions and 2577 were from collections previously received. The collections were decreased in 1959/60 by the transfer of 3475 volumes from the Department. 1238 were transferred from Typographic to Graphic Arts and 1001 sent to the Duplicate Collection. Likewise 620 volumes were transferred from Book Arts to Graphic Arts, and 402 sent to the Duplicate Collection. Another 200 were transferred from Typographic and "Y" collections to Business, Journalism and the General Library. Such "weeding" helps to place non-rare materials where they are more generally accessible, and to reduce the number of the same which must be given rare book care and servicing because of their location.

Historical Maps - 330 historical maps were indexed and filed by the staff of Special Collections, bringing our recorded holdings in this field to 1168 maps.

Departmental Holdings - Printed Materials

The total recorded holdings in printed materials stands at 208,258 as of June 30, 1960, an increase of 1541 over 1958/59 holdings. Of these approximately 60, 328 volumes are uncatalogued or in the process of transfer from other departments (i.e Montgomery and Science).

II - Manuscripts

Acquisition

The Department's manuscript holdings have been increased by the addition of 310 individual manuscripts and 10 manuscript collections.(ca. 25,000 items). The latter included the George W. Perkins Papers on Banking and Finance, the gift of Mrs. Edward W. Freeman and the late George W. Perkins, Jr.; Letters from John Dewey to Corinne Frost, the gift of Mrs. Frost; The Mark Van Doren Papers, the gift of Professor Van Doren; the James G. Phelps Stokes Papers, presented by Dr. Stokes; The Henry L. Moore Papers on Economics and Econometrics, presented by the legatees of his estate; The Arthur Jeffery Papers (Near East Antiquities), the gift of Mrs. Jeffery; and the Thomas W. Olcott Papers, the gift of various relatives and the Mechanics and Farmers Bank of Albany, bringing the total number of manuscript collections to 330. Of these 204 are arranged and indexed, 91 are arranged but not indexed and 34 are neither arranged nor indexed.

Additions totalling about 3000 items were made to the Allan Nevins, Millen Brand, John Jay, Lewis Corey, Allan Lewis, D.E. Smith, etc. collections.

43 memoirs were added to the Oral History Research Office file of Reminiscences including those of Allan Nevins, Arthur Schlesinger, August L. Mencken, Elmer Davis, Philip C. Jessup, Frank D. Fackenthal, James Reston, Dean Acheson and the Popular Arts Program.

Seven additions were made to the Authors' Manuscripts Collection by Alice Tisdale Hobart (Mrs. Earle), Lucien Price and Agatha Young.

Mr. and Mrs. Alfred C. Berol have continued their generous benefactions by

presenting 265 drawings and 30 sketch books of Arthur Rackham's to be added to the collection of books illustrated by Rackham previously presented by the Berols. This collection should now be one of the major sources for the study of Arthur Rackham.

Mrs. Jeannette Monroe Bassett and Ellis Monroe have presented their Father's collection of antiquities including 75 cuneiform tablets, 10 original oracle bones and several pottery vases, etc.

Cataloging

14107 letters and documents were sorted, indexed and filed for 21 collections including the Charlemagne Tower Papers, the Bangroft Papers, the E. C. Stedman Papers, the John Jay Papers, the Frank A. Vanderlip Papers, the Dramatic Museum Papers, the George Haven Putnam Papers, the Manuel Komroff Papers, the James Stillman Papers, the Sydney Howard Gay Papers, and the Salzer Collection (Mayor's Court Papers).

24 book manuscripts were processed - 14 ("X" collection) received in the regular routine from the Cataloging Department; 10 were indexed in Special Collections (Gen. Ms.-1; near eastern-9)

Charlemagne Tower Papers

Considerable progress has been made this year in the organizing and indexing of the Tower Collection, but about half of the papers still remain to be processed. At this point a count was made of the items processed to date - 7196 letters and 1057 documents. This count includes some work done in years preceding 1959/60.

Work on the Vanderlip and John Jay Papers has been slowed down b y the withdrawal of the Assistant Librarian to take temporary charge of the Columbiana Library after the resignation of Milton Halsey Thomas.

The Absence of Miss Bonnell from Special Collections has made it necessary for Miss June Lord-Wood, who is processing the above-mentioned collections, to devote more of her time to other functions in the Department.

III - Binding

The binding of Special Collections books by the commercial binder was full of problems this year. It was found that increasingly the work performed by Dess and Talan so well in the past was becoming very unsatisfactory. At the same time Dess and Talan requested that no binding be sent to them to have special materials or techniques applied, as they were no longer equipped to handle such. After consultation it was decided that Miss von Dobeneck would investigate and try to find a binder whose work would better satisfy our needs. In February, after samples had been examined, a few books were sent to the Maroquin Binders to see whether they might be a replacement for Dess and Talan. The work was returned promptly (after a month as agreed) and far exceeded our hopes in technique and tasteful binding. Since their price scale is considerably lower than Dess and Talan, this offers still another inducement to continue to send our binding to them. During the year 8 books (Incunabula and Plimpton) were sent to the James McDonald Co. for quarter leather binding.

The repair of full leather bindings remains as always a problem. We thought it was partly solved this winter when Dess and Talan asked if we had some work which Mr. Talan, Sr. could do to occupy his time, the charge to us to be at normal rate of time. About 24 volumes were so repaired, but Mr. Talan was unable to continue and so the project was abandoned, although the work was most satisfactory forus. This leaves the problem where it was -- for the attention of Miss von Dobeneck.

412 volumes were sent to the commercial bindery in 1959/60, of which 106 volumes were Masters' Essays. 1125 volumes were sent to the Binding Department for board portfolio, pamphlet binding and minor repairs.

IV - Book Oiling

163 leather bindings were oiled and polished this year, a considerable

decrease from last year's figure, due chiefly to the fact that Miss Lord-Wood, for reasons stated above, was unable to devote time to the project.

V - Catalog Records

Shelf list records for the Mary, Queen of Scots (612) and Johnson (2192) collections were completed this year, providing Special Collections with at least a shelf list record of all major catalogued collections under its care. (The "Z" collections does not have this record). When these collections for which shelf list records have recently been made (Phoenix, Jeanne d'Arc, Johnson and Mary, Queen of Scots) have been shelf read, the remaining records will be made. Shelf reading has been started for the Phoenix Collection.

ANNUAL REPORT

DEPARTMENT OF SPECIAL COLLECTIONS

COLUMBIA UNIVERSITY LIBRARIES

1959 - 1960

Department of Special Collections
Annual Report
July 1, 1959 - June 30, 1960.

Part I of this report is in three sections. The first section is devoted to a summation of the year's activities. The second portion of Part I traces the history of the department, with accent on its growth. The third section delineates our problems and offers suggestions as to how these may be overcome.

Parts II, III, IV, V, VI present separate and fuller reports of each division of Special Collections excepting only the School of Library Service Library, which has reported directly.

I. GENERAL REMARKS

A. The Year's Work

Growth of the Collections by Gift. For the twelve month period ending June 30, 1960, gifts to the Department of Special Collections - books, manuscripts and related materials - totalled in value very nearly a hundred thousand dollars ($97,533,35), a sum equivalent to one fourth of the book budget of the entire Columbia Library system for the relevant period (excluding binding allotments), over twice the then current salary budget of the Special Collections division, and more than three times the annual average of such gifts during the preceding thirteen years since the close of World War II. The evaluation used here was reached by means of professional appraisals, departmental estimates, and, whenever possible, knowledge of the actual costs of the materials to the various donors. The significance of the figure is better appreciated when one realizes that it is sixty percent greater than that of any year for more than a decade and a half, and that it had never been exceeded or even approached at any time in the past except when certain notable collections have been presented, such as the Phoenix bequest in 1881, the Smith gift in 1931, the Plimpton bequest in 1936, and the Lodge gift in 1943. When it is remembered that in discussing the current year's

record we are here concerned only with gifts to Special Collections - that no account is being taken of the many generous benefactions to Avery, to the various divisions, or to the main Butler collection - the magnitude of Columbia's debt to her literary donors becomes apparent.

Moreover, there are solid indications that the past years record was not merely the result of a combination of fortunate, but non-recurring circumstances. There is every reason to believe that a trend has been established which can and doubtless will continue indefinitely. Even as this report is being written, several substantial, even spectacular gifts are known to be impending - gifts that may surpass all records of the past quarter-century.

Purchases. The private library formed by the late Professor Jeffery was purchased from his widow with funds provided by the Near and Middle East Institute. The collection, which is rich in Koranic texts and studies, works on Arabic grammar and literature, and in general Semitics, contains much that because of rarity or value will be housed in Special Collections. The single outstanding collection acquired by means of the Bancroft Fund is the first installment of the Moneghan collection of John Jay correspondence; when this acquisition is completed, nearly 2500 will have been added to our growing Jay repository.

Of individual book manuscripts, nine Arabic and Persian works were purchased with the Smith fund, and eight European book manuscripts of the late 15th to the 18th century were acquired for the Smith, Lodge, and general collections.

Eight 15th-century printed books were purchased, all for inclusion in the Lodge Classical Collection. A number of important mathematical works were purchased for the Smith collection, the most notable being Johann J. Roth's Arithmetica, Basle, 1609, and Christoph Scheiner's Rosa Ursina, 1626 - 30. For the Ulmann Collection, Balzac's Le Chef-d'Oeuvre Inconnu, 1931, with Picasso's etchings, was acquired.

For greater detail of purchases made for Special Collections during 1959-60, see Columbia Library Columns, November, 1960.

Use of the Collections. Scholarly and student consultation of Special Collections materials has risen to an all time high, both in the number of individual readers (6,370) and in the number of items used (14,313). In this connection it should be noted that the recorded use of manuscripts was more than doubled following publication of Manuscript Collections in the Columbia University Libraries, 1959, and the increased rate of use has been maintained since then. (For greater detail, see part II of this report, by K.A. Lohf).

Organization of the Collections. Great progress has been made in the cataloging and arranging of manuscript collections, a substantial part of our total department man-hours going into this work. More than 14,000 letters and documents representing 21 collections have been processed. Cataloging of printed books showed a marked decrease. (Part III of this report, by Alice H. Bonnell, tells the full story.)

Exhibitions. There were four major exhibitions in the cases on the third floor during the year. From July 13 to November 3, we re-installed "Great Printing Through the Centuries", a selection of extremely fine printed books. This was followed by "Books and Manuscripts on the Risorgimento", November 5, 1959, to January 12, 1960. From March 1 to May 13 "Highlights from the Columbia Libraries Collections" were displayed, and this was followed by "The 50 Books of 1959" and "150 Best Paperbacks", June 16 to July 9.

Columbiana. The resignation of the Curator of Columbiana, Milton H. Thomas, effective 1 September, 1959, stimulated a thorough reexamination of the entire Columbiana operation. Miss Alice H. Bonnell was given the responsibility for directing a crash two year program for bringing order to the collection, and this work has proceeded well. Mr Edmund A. Prentis and his sister, Mrs. Katherine Prentis Murphy, presented funds to reconstruct within the present Columbiana Room a "King's College Room", using for this purpose the southern half of the available space. As this report is being written, the new installation has been virtually completed.

To date, a final decision as to how and by whom Columbiana is to be administered has not been reached, but it seems likely that the crash program will result in the transfer to Special Collections of all materials not directly related to the Columbiana function. The function will thereby be simplified. The actual transfer of materials, however, must await the vacating of Butler stack 14 by the Law Library.

A full account of the Columbiana operation during 1959-60, complied by Alice H. Bonnell, accompanies this work.

B. Historical Note on the Developement of "Special Collections"

So far back in the past that there is now no one in the Libraries who can recall the origins, Columbia catalogers used two classification prefixes to distinguish library materials requiring special service routines because of rarity, fragility or other reasons. These prefixes were, respectively, "Manuscript Room", which was eventually replaced by the symbol "X", and "Bibliographical Museum", which was later shortened to "B". Presumably these distinctions began to be used at the time Low Library was first occupied, and in fact it is now impossible to determine which of the special designations was the first to be adopted. In addition there were certain restricted collections, such as the Phoenix library and of course Avery, but these were mixtures of both rare and working materials, and their identities were preserved by name prefixes. Such devices worked well enough for a long time, but pressures were growing and at last, exactly thirty years ago, the "Rare Book Department" as such came into being. It was officially established with trustee approval on July 1, 1930, and became a functioning unit soon thereafter, certainly not later than September of that year according to the first annual report of that fledgling division. Oddly enough, the "X" and "B" collections did not at once become the responsibility of the new department, remaining for some years under the administration of the circulation librarian.

Meanwhile the '20's had seen the accrument of a number of notable acquisitions, complicating the work of the circulation department and inescapably emphasizing the problems inherent in the adequate care and service of rarities - for example, the purchase of the second (1632) folio of the plays of Shakespeare (1923); the gift by various members of the Philosophy Department of the original manuscript of John Stuart Mills autobiography (1923); the epochal purchase after intricate negotiation of the unpublished Serlio manuscript volume by Avery (1924); the gift to the Business Library of the Montgomory Collection on the history of accountancy (1924); the various presentations by Brander Matthews of materials destined to form the Dramatic Library and Museum (begun in 1912 and continued until the final bequest in 1929); the similarly continuing gifts of rare works and funds by Acton Griscom toward building the Jeanne d'Arc collection; and - perhaps most significant of all - the purchase of the costly Seligman Library on the history of economics (first part, 1929), with its wealth of early and valuable works.

But the action of the trustees in 1930 was stimulated more perhaps by future expectations than by past accomplishments, for negotiations were even then being carried on leading to the gift of the Dale Library on weights and measures. Moreover, Professor David Eugene Smith had signified his intention of presenting his distinguished collection of early mathematical texts, and there were indications that George A. Plimpton had similar plans for his magnificent library of early educational treatises.

The expectations bore abundant fruit. The Smith and Dale libraries were presented early in 1931; the Plimpton library, which in part had been on deposit from 1932, was presented in 1936. Indeed the decade of the '30's, insofar as the acquisition of notable collections was concerned, came to be the greatest decade that Columbia had enjoyed since the ten year span which saw, at the one end, the bequest of the Stephen Whitney Phoenix library (1881) and at the other, the founding of the Avery Architectural Library (1890). Besides the acquisitions already mentioned, there were; the remarkable collection of materials relating to the history of photography and photoreproduction presented by Edward Epstean in 1934 and added to substantially by him over the next twenty years; the fine group

of early railroad prints presented by William Barclay Parsons in 1935; the beginnings of the Park Benjamin Collection, presented by William Evarts Benjamin in 1937 and augmented generously in later years, first by the original donor, and after his death in 1940 by his daughter, the late Beatrice Benjamin Cartwright, and his son, Henry Rogers Benjamin; the gift in 1938 by Dr. Jerome P. Webster of his unique library of Plastic Surgery; and, finally, the laying of the groundwork in 1936 for the eventual purchase of the renowned library of the American Type Founders Company.

The momentum thus established was maintained even through the dark years of World War II. In November, 1940 Mr. Frederick Coykendall presented the first installment of his collection of first editions of English poetry, and thereafter for the next fifteen years the receipt of further installments were exciting annual events. In 1941 the bequest of the well known music publisher, Isidore Witmark, brought to Columbia the "Isidore Witmark Collection of Autographed Books and Musical Scores", numbering some 400 items of the highest association interest. The purchase of the Typographic Library was consummated soon after Pearl Harbor, on terms that had been settled in April of 1941, and early in 1942 the second Seligman collection was purchased with the assistance of several generous donors. Also in 1942 Mr. Edwin Patrick Kilroe gave what is doubtless the largest and most nearly complete collection ever assembled of documentary materials relating to the origins and development of the Tammany movement - well over 100,000 items. In 1943 came the Gonzalez Lodge Classical Library, the gift of Professor Lodge's widow, which she further enhanced b a bequest (1948) of an endowment to support the growth of the collection. In 1945 the "Edgar A. and Frederick Bancroft Foundation" was established vastly improving Columbia University's position among the foremost centers for research in American history and culture, and resulting in, among other signal gains, the acquisition of a wealth of manuscripts, manuscript collections, and scarce printed works. A distinguished series of more than thirty first editions of the works of James Fenimore Cooper was the gift of Mr. Leonard Kebler in 1946. 1947 saw the

dedication of the definitiveSpinoza libraries formed by Adolph S. Oko and Carl Gebhardt, jointly presented by four generous benefactors.

While this exuberant growth in the research resources of the Columbia Libraries was taking place, equally notable changes in the administrative structure and physical quarters of the "rare book" division were being effected. When it was first established in 1930, under the curatorship of Dr. Hellmut Lehmann-Haupt, the division was housed on the fifth floor of Schermerhorn Hall. Four years later in September of 1934, upon the completion of South Hall, some of the space in Low Library became available, and the division was accordingly moved into new quarters. Somewhat later (January, 1938) the Plimpton, Smith and Dale collections were installed in nearby rooms that had been occupied originally by Avery and subsequently (since ca. 1910) by other departmental libraries. Following shortly on this developement, the official designation of the department was changed from "Rare Books" to "Special Collections" (July, 1938), and Mr. Charles M. Adams succeeded Dr. Lehmann-Haupt as chief librarian. About this time too, the department was given responsibility for administering the growing "K" and "B" Collections. (It may be that these fell to the care of the Rare Book Department in 1934 when the main collections were moved to Butler, but there is no indication to support this guess in the departmental annual reports.)

It was now officially supposed that Special Collections had reached a permanent habitat, Low Library, in which there seemed to be virtually limitless space for growth. But this was based on pre-war conceptions - conceptions that were to be so roughly treated by the inexorable expansion of the University's educational, research, and administrative structure during the post war period. A keen competition for Low Library space began to develope, and although South Hall (later renamed Butler Library) had been constructed on the specific assumption that the housing and services of rare books and manuscripts were not to be among its functions, the feeling began to grow that Special Collections must ultimately be located there.

There were many reasons for that feeling, chief among which was the fact that as the passing years brought further experience it had become apparent that the full usefulness of the rich resources in Special Collections was being dissipated by their distance from the mother collection in Butler. Because of this inconvenience, certain valuable groups of material had never been included in Special Collections, and in fact there had come to be a considerable duplication in administrative fumctions among the several specialized units - a curator of rare books proper, a curator of Plimpton, Smith and Dale, a curator of Columbiana, a curator of the Typographic Library, a curator of Near Eastern materials. It was decided to break with the past once and for all and to unite the various fragmentations physically and administratively, placing responsibility for all rare-book and restricted files other than those in divisional libraries with a single "Head of Special Collections". This change was effected in 1946, the present Head was appointed in September of that year, and during the succeeding three-year period (1947-1949) the new department (excepting only Columbiana) was transferred bodily to Butler Library. The modern era of Special Collections expansion had begun, keeping pace with the increasingly important role of the Libraries in the University - which in itself was expanding.

The ensuing period was one of unprecedented donor activity, predominately directed toward the enrichment of Special Collections. Limitations of space in the present report prevent more than the barest accounting of high spots, but even this cannot fail to warm the cockles of the hearts of librarians, collectors and scholars.

In 1950 occurred two bequests of singular interest; first, that of Fanny Hastings Plimpton (Mrs. George A. Plimpton) of a splendid series of early manuscripts in English and a number of portraits of prominent English literary figures from Chaucer to Tennyson; and second, the bequest of Miss Hilda Ward of her library of some 3,000 volumes, among which was a copy of Dicken's Christmas Carol, 1843, containing a full page inscription by the author to a boy named Frank Powell - one of the finest Dickens inscriptions now extant. In 1951 Mr. Charles Moran Jr.,

presented George Washington's manuscript diaries for the years 1795 and 1798 - the only Washington diaries known to have remained in private hands. Later in the same year came the bequest by Mrs. Alexander Welch of an original manuscript of Poe's Annabel Lee", one of the three or four copies in the author's handwriting now in existance. In 1952, many good things happened, including the beginning of a generous friendship for the Columbia Libraries which has continued strongly ever since, that of Mr. and Mrs. Solton Engel. Mrs. James Truslow Adams presented her late husbands correspondence, Jaques Barzun gave his distinguished Berlioz collection. Mr. Harry G. Friedman began his extraordinary sequence of gifts. The bequest of the books and manuscripts of Thomas S. Jones was made final.

In 1953, Mr. and Mrs. Alfred C. Berol began their steadily maintained practice of making gifts that have enriched our holdings in very special ways. This was the year too, when the American Institute of Graphic Arts established Columbia as the official repository of the annual winners of the "50 Books of the Year" competions; the file begins with the first selections (1923) and has been augmented annually ever since with the current winners. The Engels presented Poe's Al Aaraaf 1829, inscribedby the authors sister; a beautiful copy of Stevenson's A Child's Garden of Verses, 1885, inscribed by the author to his youngest sister-in-law, Nellie Frances Van de Grift; Gibbon's Decline and Fall, 1776 - 88, uncut in the original boards; and a pristine set of Beatrix Potter's "Peter Rabbit" books. Manuel Komroff gave the first installment (others have followed at various times) of his collection of autographed books and manuscripts of modern authors. Mrs. Benjamin Rogers presented 36 letters which Mark Twain had written to her when she was a young woman. In 1954, the Berols presented 28 specimans of the printed forgeries of T,J.Wise. Mrs. Daniel Gregory Mason gave her late husband's papers, a collection numbering upwards of 2,000 pieces. Mr. Corliss Lamont presented books and manuscripts from George Santayana's library.

In 1955 the Engels gave the first printed edition of Marco Polo's travels, 1477, one of eleven recorded copies of which only four are in America. Miss Frances

Perkins gave the office files and correspondence which she had assembled as Secretary of Labor, 1933-45. Mrs. Seth Low Pierrepont presented the first edition (in its original binding) of John Eliot's Indian Bible, 1661-63. In 1956 the Engels gave the first edition of the Federalist, 1788, with annotations by Franklin D. Roosevelt's great-great-grandfather, Isaac Roosevelt; the great English polyglot Bible, 1657; four original manuscripts of poems by Kipling; and an unpublished manuscript dramatic sketch by Stevenson. Mr. C. Waller Barrett presented twenty-nine rare editions of the works of Stephen Crane including the 1893 edition of Maggie, the first state of the Red Badge of Courage, 1895, and one of the three known copies bound in full vellum of the Black Riders, 1895. The Berols presented a magnificent Arthur Rackham collection, numbering almost 400 pieces and comprising a virtually complete collection of the artists published work. Herman Wouk presented all of his manuscripts and other papers relating to his literary work up to his most recent novel, Marjory Morningstar.

Without continuing in such detail, it is possible to sketch an exciting picture of the growth of our research resources through gifts of major collections over the succeeding three and a half years:

Letters and manuscripts of Madame Curie (W.B. Malony, 1956-57)
John Erksine Papers (Mrs. Erksine, 1957)
George Leslie Harrison Papaers on the Federal Reserve System (1957)
Otto Rank Papers (Jessie Taft, 1957)
Original drawings and paintings by Arthur Rackham (the Berols, 1957-59)
Engel personal library (1957)
Winston Churchill Collection (Daniel Longwell, 1957-58)
Mayor's Court Papers (Salzer bequest, 1957)
George Macy Memorial Collection (complete file of Limited Editions Club publications, 1957 with annual additions thereafter)
Don Marquis Papers (Doubleday, 1958)
Additional Santayana manuscripts and correspondence (C. Lamont, 1958)
John Bartlet Brebner Papers (Elliot J. Brebner, 1958)
Randolph Somerville library and papers on drama (estate, 1959)
Henry L. Moore library on econometrics (estate, 1959)
150 letters from John Dewey to Mrs. Corinne C. Frost (Frost, 1959)
Letters of John Jay and his family (various descendents, 1959-60)
J.G. Phelps Stokes books and manuscripts (1959-60)
George W. Perkins Papers on finance, industry and politics (descendents, 1960)
Mark van Doren manuscripts and incoming letters (1960)
Arthur Jeffery collection of notes and manuscripts relating to his Koranic and Islamic studies (Mrs. Jeffery, 1960)

In addition there is to be noted a remarkable series of single items: various gifts by the Engels, including the 3rd and 4th Shakespeare folios; two manuscripts by Sigmund Freud (J. Taft, 1957); the ultra-scarce Cassini World Map of 1696 (Mr. and Mrs. A.O. Victor,1958); the many individual gifts of Harry G. Friedman; the unpublished manuscript of Golding's rendering of Aesop, ca. 1570 (Class of 1923, 1959); and so on and so on. No really adequate conception of the volume and quality of gifts over the past decade can be had without recourse to "Our Growing Collections", a regular department of Columbia Library Columns.

Meanwhile there have been numerous important purchases, not only of scarce individual items, but also of collections - most of which we have obtained through use of the Bancroft Fund. At least a few of the collections should be mentioned in order to round out the picture of the Special Collections acquisitions program of the past decade.

The correspondence and papers of Lincoln Steffens (1950)
Stephen Crane Papers (1952)
Hart Crane Papers (1953)
Otis Family Papers 1732-1802 (1953)
Sydney Howard Gay Paoers (1953)
Gouveneur Morris Papers (1954)
John Jay Papers (Iselin collection, 1957)
John Jay Papers (Monaghan collection, 1959-61)
Collection of ca. 1600 Coptic ostraca, 7th-8th centuries A.D. (1958)

At the risk of going too much into detail, some of the more notable purchases of single items should be included here, if only to indicate the variety which our special funds have enabled us to achieve.

Mathematical-astronomical works in Latin, 14th century manuscript. (Smith, 1952)
Plutarch, Lives, 1579. North translation into English. (Lodge, 1952)
Summation of the trial of the murderers of Joseph Smith 9Bancroft, 1953)
Astronomocal treatises in Latin, 13th century manuscript. (Smith, 1954)
Magnitskii, Arifmetika, 1703 First Russian arithmetic. (Smith, 1955)
Homer, 1st ed. in Greek, 1488/89. (Lodge, 1956)
Tagliente, Libro d'abaco, 1520. One of two known copies. (Smith, 1956)
Damascenus, Dialectica (etc.), 1372. Manuscript in Greek. (Smith, 1957)
John Jay Letter books, 1779-1789. Manuscripts. (Bancroft, 1957)
de Lachos, Les liaisons dangereuses, 1782. First edition. (General, 1958)
Sallust, De conjuratione Catalinae, in Italian, 15th century manuscript. (Lodge, 1958)

Valerius Maximus, Facta et dicta, in Spanish, 15th-century manuscript. (Lodge, 1958)
Balzac, Le chef-d'oeuvre inconnu, 1931. With Picasso etchings. (Ul, 1960)
Boethius, De consolatione philosophiae, ca. 1500. Manuscript. (Lodge, 1960)

The decade of the 5o's, as can be seen from the above survey, was marked by extraordinary growth of Special Collections both by purchase and gift. Perhaps the individual gifts were not as spectacular as some that had been made in the past, but they were on a much broader base. For example, during the 1940's there was an average of 17.6 separate donations each year with a total average value annually of about $20,000., and a grand total for the decade of $199,054.; in the 1950's, individual gifts averaged 54 annually, with a yearly average value of more than $45,000., and a decade total of $454,121.

The reasons for this increased donor activity are not far to seek. There is more than coincidence in the fact that a distinct upward trend became apparent from the moment the University encouraged the re-activation of the Friends of the Columbia Libraries in 1950-51. This trend has gathered force consistantly, abetted not a little by the publicity attending the Graphic Arts developement program of 1952-53, and by the Columbia-centered activities of the Bicentennial Year, 1954. When, in 1956-57, the University was given a "Take it or leave it" chance to purchase the Iselin collection of John Jay papers, the Friends joined willingly in the effort to raise the needed funds. Concurrently there was a new spurt in donor interest, in no way allied with the Jay project, but undoubtedly affected positively by it.

Apparently our well-wishers have only needed assurance that Columbia University is serious in its desire to add rare books and manuscripts to its collections, appreciates that such materials form an indispensible part of a research library, is sincerely grateful to those who assist us in acquiring them, and - above all - is willing to expend some of its own funds to that end. The result has been a widespread sympathy with and support of those objectives, tangibly demonstrated, and extending far beyond the membership of the Friends; it should be noted in this regard that many of our most important recent gifts have come from non-members. Nevertheless, it is the formal organization which serves as the continuing

force, the spearhead, the means of dramatizing (through special functions and its publication, Columbia Library Columns), the appropriateness and social value of building strength into our research collections.

In concluding this historical note, overlong as it already is, it is necessary to record only one more fact. When the incumbent Head first assumed his duties here he was often forced to listen to a disquieting remark: "Columbia does not want rare books, it doesn't appreciate them or see their usefulness, and it doesn't know how to take care of those which it has." This remark is no longer heard, thanks to the Friends and to the record that has been compiled in recent decades. A question has taken its place: "When is Columbia going to provide an adequate library for its rare books and manuscripts?" It is to the hope of stimulating an answer to this question that the next part of this report is addressed.

C. The Needs of Special Collections in Premises and Equipment.

The success of our efforts to persuade members of the friends and others that Columbia needs and welcomes source materials for literary and historiacl scholarship has caused what was formerly a minor problem to become a major one. Bluntly put, we are once more at the crossroads; we lack the physical facilities to enable us to do a proper job of caring for and making available to students and scholars our growing research resources, commensurate with the acknowledged distinction and potential usefulness of those resources.

Our physical plant falls short of adequacy in three principal respects. First, we have far outgrown our reading room. Second, our stack space was not designed with the needs of special materials in mind. Third, we are hampered in our relations with donors and other interested persons by a lack of "hospitality" facilities and by the reletive inaccessibility of our office space.

Reading Room. When Special Collections came to Butler Library in 1947, ample stack space was assigned on levels 12-15, but the question of suitable reading-room facilities remained unresolved. For a year or so a large suite on the main

floor was tried (Rooms 201-202, the former Modern Language Library), with book service from the upper stacks being carried on by page. Proving inordinantly slow and wasteful, this experiment was abandoned in the summer of 1949 when the present reading area became available (Rooms 653-654 combined).

As our collections have grown, so has their serious use by readers, and the quarters which seemed so satisfactory when we first occupied them ten years ago are now hopelessly inadequate and the subject of frequent complaint by our clientele. Our reading room is, in fact, the most glaringly deficient of our facilities. Readers who come to conduct their researches among the rich content of our collections find themselves cramped for space, disturbed by the inevitable commotion caused by other readers and the normal business of service, and oppressed by poor ventilation. We are caught in a curious dilemma. As we add to our collections and provide the necessary bibliographical control of them, our catalogue increases in size and inexorably reduces the psace for reader desks! We are not being wholly facetious when we say that in the foreseeable future our room will be so filled with the catalogue that there will be no place for the readers to sit.

What we need is a reading room with at least double the present floor space and of more adaptable dimensions. It must have direct access to the stack, as we have learned from sad experiance. It should be out of the stream of general Butler Library traffic, but it must be within public elevator reach of other research facilities and library services. We have diligently surveyed the possibilities within the present building, viewing them from every conceivable angle, and we have found that no such space exists - none, that is, which is not already being put to full use.

There seems to be no remedy short of new construction.

Stack Facilities. Special Collections materials are housed in a segregated part of the Butler Library stacks (specifically on decks 12 (part), 13, 14, and 15, which were installed in 1934. The space allotment is generous, and we can look forward to a fairly long period during which the shelving capacity for books and

manuscripts of standard format will be adequate for our growth needs, sparing unforeseen developements. But the Butler stacks were not designed with rare materials in mind - indeed, when Butler Library was built it was basic to the plan that the University's resources in rare books and manuscripts were to remain in Low. Almost by definition, rare-book collections contain a large proportion of materials of non-standard format - manuscript boxes, oversize folios, miniature books, prints, drawings, posters, broadsides, atlases, globes, clay tablets, scrolls, historical objects and the like. The 36 X 50-inch module of the Butler stacks, as presently arranged, does not permit efficient storage of such materials. We need a substantial proportion of extra deep shelving, of storage cabinets and closets, and of space for installing filing cabinets for maps and oversize broadsides. We need solid shelves instead of the present slotted shelves which permit books to slip down behind and in between. These are costly changes, but they are necessary if a standard stack is to be made into a rare-book stack.

There are other requirements also. We need elevator service to all stack areas in which our materials are atored (stack 15 is now a walk-up stack). We need fire protection that is absolute and unequivocal, not based on calculated risk. We need positive theft protection for the stack, the reading room and the offices. We need air-conditioning that is geared to the welfare of books and manuscripts rather than to the bodily comfort of human beings (our stacks are closed to readers).

A further word in connection with air-conditioning. The so-called air-conditioningof the Butler stacks is far outmoded in comparison with installations in many of our sister institutions. Dust accumulates heavily on our shelves and books ia a few months. There is little consistency in the degree of temperature and the level of humidity as between day and night or between season and season. The ventilation system is usually shut down entirely over weekends. During the summer the air hangs dead and oppressive in the upper stacks, and only by the use of numerous electric fans can the imprisoned staff create an illusion of freshness.

Now, whatever may be the pros and cons regarding the importance of complete, full-scale airconditioning to the preservation of books, there are certain undeniable points in its favor:

1. It does help to keep books and manuscripts clean. Not only is there positive dust control (which adds to the model appearance of the stacks to donors and other visitors), but also it reduces the deleterious effects resulting from manual dusting and from the necessary handling of materials by readers and staff.

2. It does control pest and mold infection.

3. It does provide a guage by which prospective donors judge the seriousness of an institution's intention to do the very best possible for the physical welfare of their gifts. Libraries with air-conditioning (and they are becoming more and more numerous with each passing year) are viewed by donors as exemplary and preferred recipients of benefactions; other things being equal, libraries that do not have it will inevitably receive a lower level of consideration.

Office, Processing and Hospitality Space. The attraction and reception into the department of new materials by both gift and purchase, involving the entertainment of potential donors and dealers, are among the most important functions of the office of the head of Special Collections. As matters now stand, this work is rendered somewhat less effective than it might be, because the office is located at a distance from the natural headquarters of the department, the reading room, and it is difficult to find and reach by those who are not familiar with the building. A more workable arrangement is therefore projected, incorporating accessibility by public elevator.

In conjunction with this there should be a room or rooms, of the highest security, set aside for the processing of newly acquired manuscript or other non-book rarities. At present some of this work is performed in the Special Collections office and some in whatever stack space may be available at the time; in either case it interferes with normal functions. The suggested arrangement would enable

the Head of Special Collections to receive the materials directly, prepare the necessary acknowledgements and gift or purchase reports, and forward the materials to an adjoining processing unit where they would be prepared for placement on the shelves.

Finally, there is a very real need for some appropriate way of memorializing the many benefactions which the libraries have received, and of offering a greater degree of hospitality to Friends, visitors and donors whom we wish to cultivate or who wish to cultivate us. It is proposed, therefore, that a "Donor's Room" be provided to serve Special Collections and the Director of Libraries very much as the new "King's College Room" is intended to serve Columbiana and the President of the University - namely, by affording a pleasent, dignified place for handling intimate or impromptu gatherings of up to, say, three dozen persons, in surroundings remindful of the fact that the Columbia Libraries, like the University as a whole, are in a very definate sense the product of the generosity and sympathy of many individuals over many years.

For a variety of reasons Columbia has, in general, maintained a policy against the assignment of permanent special rooms in the Libraries to house donated collections, but even so, certain departures from that policy have occurred. For example, we are now apparently committed to a "Plimpton, Smith and Dale Room". There were once plans for a "Park Benjamin Room", and in fact steps were taken towards its provision through the use of certain funds that were given for the purpose, but the plans were abandoned when Special Collections came to Butler Library. As this report is being written, there is talk of providing a room somewhere in existing library space to house the promised Saeckler Collection of ancient Chinese art objects. But such exceptions to the rule are few indeed, and in the main the University's policy of reticence in such matters, being basically appropriate to Columbia's peculiar circumstances, is departed from only in the face of overwhelming pressures.

An unwelcome result of this, however, is that during recent years we have run

the risk of being charged with treating our benefactors too casually and with forgetting the benefactions too readily. Should such charges ever be made, we lack tangible evidence to refute them; there is a limit to the effectiveness of repetitious verbal professions of gratitude. Time was when the names of "Benefactors of the Library" were carved in the panelling at the entrance of Low Rotunda; the latest name so perpetuated is that of Joseph Florimond Loubat, whose gift was made in 1897. Since then great numbers of gift collections have been received. Those that are now in Special Collections alone total in value - by the most conservative estimate - far in excess of $1,500,000. But the names of these who made the gifts are carved in our memory only.

The Plan. A new building specifically designed as a Special Collections Library would of course go far toward rectifying all these failures at a single s stroke, as they have been rectified at Harvard by the Houghton Library, at Indiana by the Lilly Library, and as they shortly will be at Yale by the proposed new construction there. The cost of such a building would run into the millions - and it would still not do precisely the job we want done at Columbia. Temples dedicated to rare books and manuscripts are all very well for institutions whose policies run to such things, but Columbia's "Special Collections" are here primarily because they provide the materials of scholarship. Because of this primary consideration, we want our Special Collections Library to be, not a separate Holy of Holies, but a contiguous unit of the larger corpus of research materials, consistent with it and part of it.

Accordingly our plan envisions the creation of new space on the foundations and under the roof of the present building, situated on the eighth floor of Butler Library. Details of the plan have been submitted to the Director of Libraries, who in turn has discussed them with the central University administration. Further details can be supplied as required. For the present purpose we need only

reiterate that the plan provides (first) for a new and much larger reading room; (second) for contiguous office, processing, and hospitality space; and (third) for vastly improved stack facilities. If this plan can be adopted, its cost would be but a fraction of that of a separate building, and our needs would be met handsomely for a long time to come.

Respectively submitted,

Roland Baughman
Head of Special Collections

To: Dr. Richard H. Logsdon
Columbia University Libraries
July1, 1960.

SCHOOL OF LIBRARY SERVICE

REPORT OF THE LIBRARIAN

1959/60

CONTENTS

Staff list..... 2

Introduction..... 3

Diversity of methods..... 3-5

Staff problems..... 5

Serials and binding..... 6-7

College catalog collection..... 7-9

Microfilm..... 9-10

Professional work..... 11

Work not done..... 11

Conclusion..... 13

Circulation statistics - table 1..... 14

Circulation statistics - table 2..... 15

Book holdings..... 16

General statistics..... 17

STAFF LIST

1959/60

Professional

Bartula Wilcox	July 1959-
Geraldine Beale	July 1959-June 1960

Book Assistants

Margaret Forstner	July 1959-
James McLaughlin	July-Sept. 1959
Neal White	July 1959
Frederick Feiner	June 1960
Carol White	Sept. 1959-Jan. 1960
James Frazer	Nov. 1959-March 1960
Donald Hunting	Feb.-April 1960
William Shaw	April 1960-
Michael Dashevych	Jan. 1960-
Betty Simpson	July-Sept. 1959
Richard Laba	Aug.-N.Y. 1959
Conrad P. Kottak	Sept. 1959-
Ernest E. Smith	Sept. 1959-Feb. 1960
Floyd H. Haley	Nov. 1959-May 1960

Pages

Roscoe Lamb	July 1959
Joseph Calnan	July-Sept. 1959
M. Laughlin McDonald	Sept. 1959-Feb. 1960
George Glover	Oct.-Nov. 1959
Lee S. Estes, Jr.	Dec. 1959-Jan. 1960
John DeFerrna	July-Sept. 1959
Joseph Pilas	Feb. 1960
Robert A. Prenner	Feb.-April 1960
Matthew Rosenstein	March-April 1960
Joel Harris	April-May 1960
Richard Ciccone	June 1960-

SCHOOL OF LIBRARY SERVICE
REPORT OF THE LIBRARIAN 1959/60

During 1959/60 the Library Service Library was still affected by difficulties discussed in previous reports and memoranda, as well as by some new situations which caused inconvenience and confusion. One example of the latter was work going on on the terrace and outside of the building, which has meant a constant series of workmen crawling in and out of windows, leaving equipment and supplies around, creating distraction and dirt. Another example was the horrible grease and soot deluge brought on by a reversal of the stack filteration system, from which many of our books will never recover.

It is not difficult to identify the source of most of our troubles. SLS collections, their arrangement and servicing, even the patrons who use them, have become diversified. Every member of the staff is called on to work "on the desk" and needs to be taught how to put into the hands of a widely varied type of patron, even more varied materials. In training even transient student help, four main classifications must be taught, and a number of minor ones.

A large part of our original collection is classed by Dewey, with variations for oversize, bibliographies, reference books, biographies, and so forth. The Graphic Arts Collection is classed by LC. Microfilm has an arrangement and coding all its own, as does the Juvenile Collection. The Shaver-Shiff and Children's Historical Collections, some parts of the Reference Laboratory, reserve books, and the most used periodicals are arranged alphabetically, but by complicated entries.

For example, we have three magazines called Library Chronicle. The one from Princeton is under L, Pennsylvania under P, from Texas under T. The Catalog Collection is also theoretically alphabetical, but the geographical arrangement of foreign catalogs; the lack of cooperation from borrowers in writing down the entry information indicated in our shelf list; and the infinite choice of key words within phrases for items such as the Northern Kentucky State School of Electrical and Mechanical Engineering Announcement, or the Graduate School of C.W. Post College of Long Island University Bulletin (I stopped here to help a desk assistant locate the NYU Graduate School of Public Administration and International Affairs Catalog) require constant alertness.

Another example of diversity is the treatment of oversize material. This is kept in various collections: 1. In a separate section, indicated by a third line in the call number. 2. Under the regular shelves, with a dummy above. 3. At the end of the aisle, with a dummy in the regular place. 4. In place, shelved sideways. 5. On reading stands, with dummies in the regular place.

There are five card catalogs, filed by three different systems, one of which, the AIA filing used in the AIA catalog, is used no where else at Columbia and is extremely difficult to use. The count of five does not include small files such as the finding list in Room 304, the chronological list of Children's historical books, the motion picture review cards, and so forth.

We have material in almost every known language, and in the provision of the College Catalog Collection and acquaintance with a number of them is necessary for good service. At this time of year, each desk assistant should know that a summer school catalog may be located

under "Verano" or "Ete" or "Sommer".

These are examples of situations which would not create as great a problem with a library with a larger staff where there could be diversification of jobs and therefore of training. Student help, on whom most of the actual servicing depends, do not stay long enough to learn much by experience. Part of the answer, though only part, would be a good staff manual, which we have worked on off and on for years but have never completed. Staff members, who would have to do much of the work, are not interested. Also, frequently work is divided and parts of jobs shifted from person to person, and positions are changed, because of widely varying interests and abilities in a rapidly changing staff.

It would not be such a problem if we were not open long hours, and if a large part of our pressure did not come during lunch hours (the favored time for short microfilm reading and for college catalog use) or after five in the afternoon or on Saturday. June is no longer a time for inventory and cataloging, with workslips filling most of the time. It would not be such a problem if the full-time positions in our budget were filled with career workers, instead of largely with students who naturally and normally see their work only as a way of making money enough to take courses, or as a convenient training ground for another job to be looked for as soon as they finish school. One reason we are increasingly dependent on student help is the dislike of the type of worker we would prefer, for working evenings and Saturdays.

It would not be such a problem if each member of the staff did not have at least one basic, important job to do in the intervals of

desk work, a job which calls for concentration and frequent trips away from Room 606, for being on duty while other parts of the Libraries are open, for consultations between staff members here. When anyone is scheduled to work in the evening or on Saturday or is absent for any reason, this work must be done by someone else. The most time-consuming of these jobs are described below.

SERIALS AND BINDING

This is work which has always been done by a clerical in SLS. It has grown tremendously and shows no signs of slowing down. 9,304 items were added to our serial check cards this year, a figure which excludes college catalogs, annual reports of libraries and most publishers material. The increase is partly due to the larger number of periodicals issued in our subject fields. It has been complicated this year by the transfer of Graphic Arts serials, and will be permanently enlarged by this collection. Much additional work has been caused by a successful "begging" campaign, which means that cartons of gifts from Special Libraries headquarters, H.W.Wilson, and other places, arrive and must be sorted. These do not show up on the check-in cards given above. This job normally consists of:

1. Opening and checking in the daily mail, adding location marks and stamps of ownership for old titles.
2. Making check cards, filing order or gift records for new titles.
3. Routing to faculty and staff, a total of 1,363 items this year, and supervising deliveries and pick-ups to faculty offices.

4. Watching for, claiming, or ordering cumulative and annual indexes.
5. Closing entries and filing correspondence for "dead" titles.
6. O.K.'ing bills.
7. Overseeing the duplicate magazine section.
8. Claiming, with all the checking it involves. Only 370 claims were sent out this year, because of lack of time. This work is not up-to-date but we hope to catch up after summer school.
9. Binding, not only of periodicals but of all material, which includes keeping a file of rub numbers, assembling and sorting material, making decisions, typing charge cards and later attaching cartons sent up by the Bindery, and all the details which such work necessarily involves. - 953 volumes this year.

Some changes are badly needed to simplify this job. A start has been begun on making cross-references for the check file. We need to cancel some orders and a number of duplicate gift issues. It takes time, however, to save time.

Current Catalogs

Care of this collection has always been assigned to a clerical, usually a temporary one, though it requires a wide knowledge of languages and geography, some skill in reference work, and as complicated a corporate entry problem as most serials catalogers ever confront. 5,190 items were added in 1958/60, the work involving:

1. Examining each new arrival to see if any previous issues of this specific bulletin have come. The daily mail is supplemented by the arrival about every two months of a large gift which must be carefully sorted.
2. If an item seems to be an addition, stamping date on check card,

and marking shelving position by underlining or writing-on, "starring" a much used item, and "de-starring" the old issue.

5. If this is a new bulletin but from an institution already represented, deciding on secondary entry, typing card, filing card, typing label for shelving "divider".

4. If this is a new institution, deciding on entry (which in the case of foreign universities may be difficult), typing and filing card, marking item, and so forth.

5. If the institution or secondary entry seems to be a change of name (which occurs very frequently at the moment), making a decision as to whether to start a new card; to transfer old holdings to new entry (this may mean a lot of physical shifting); or to continue using the old name with a cross reference from the new; and carrying out the decision.

7. Overseeing the very difficult shelving, this year of 7,754 items.

8. Filing used call slips from the previous day, as a check against what other desk assistants are doing, and periodically counting slips to see what catalogs should be starred or de-starred.

9. Claiming by postcard or letter sent directly from ESS, as time permits. 1,288 letters went out during 1960/60.

10. Keeping up with the College Catalog reference shelf, noting what information is in which books, keeping scholarship and fellowship notices weeded.

11. Overseeing the answering of constant telephone calls for all sorts of information, from long and complicated requests from the Columbia Admission Office, to information as to our specific holdings.

Some things we used to do, such as keeping the Education Directory up-to-date from newspapers and magazines, have been stopped. The limit to what it would be desirable to do, if time permitted, has never even been in sight.

MICROFILM

This work also is assigned to a clerical, though it requires a variety of skills not usually found in GA or CFS assistants.

1. Mechanical skill. Once a week cleaning, making small repairs to machines, or knowing when to call in an outside repair man; examining and care of film, which includes rewinding, trimming, replacement of boxes and wrappers, etc.
2. Clerical skill. Maintaining: a. an on-order file. b. Uncatalogued film file. c. Public Catalog. d. Shelf list. e. List in Reference Dept. of uncatalogued film. "Maintaining" means deciding on entry, typing cards with as many duplicates as needed, filing, handling an increased number of inter-library loans (486 this year), etc.
3. Reference skill. A number of sets, such as the Short Title Catalog project, cannot be used without recourse to indexes. All members of the staff must be taught to direct a borrower to the ETV, Evans, the Monthly list of Government Documents, and to certain indexes kept at the desk in M.S or with the film, but the person in charge must keep up with all the indexes, mark them as needed, and try to be sure every desk assistant can use them readily.
4. Teaching skill. The person in charge of film must not only

train new users constantly, but teach every new page and desk assistant how to train, and be sure that proper instructions are given.

5. Housekeeping skill. Machines must be checked frequently to see that they are in order and lights have not been left on, tables must be straightened, supplies checked and reordered, film inspected and rewelved at least twice a day (from September through June this amounted to 12,231 reels).

A good knowledge of typing and languages is essential to the successful accomplishment of the above, and, because of the constant contact with visiting as well as our scholars, an emotionally-acceptable personality should be added to the wide range of desirable qualities called for.

All of these jobs and others such as caring for the Publishers Collections; borrowing rare material to be used for exhibits for the course in book arts; arranging exhibits in our display case and on shelves, must be carried on by the same people who perform our basic function - circulation. This has been organized as well as we can, and presents the least difficult training problem. Overdues are growing every year, 1,211 being mailed out in 1959/60. If they should increase too much, simplicity in charging methods might have to be sacrificed.

It would seem that if these jobs are assigned to clerical workers, that there would be nothing left for two professionals to do. Unfortunately this is not so, though it is true that the professionals at

SLS do too much clerical and page work. Acquisitions take some time every day. So does adding material to shelflists and catalog cards, which sometimes involves a great deal of checking. So does making schedules, changing them, ordering supplies, compiling statistics, and all the housekeeping chores. For about three weeks three times a year reserve lists take up a great deal of time, and there are few days while school is in session when at least one change in reserves is not made. Tours at the beginning of each term, work with workshops during what used to be the first inter-session, reference-information service make for heavy pressure-periods. Filing, by all our different systems, is done by professionals, and preparation of the two acquisitions lists we issue more or less regularly. Binding and periodical decisions, work with new college catalogs, arranging exhibits all take time. One of the thorny problems which we have solved unsatisfactorily by having a professional do most of the work, is the essential reading every day of the shelves in the Reference Laboratories. Pages get bored and careless after about a week, and will not keep looking for the odd book or two the misshelving of which may cause hysteria in a class, unless such vigilance is used that it is easier for the professional in charge of the room, to do the work himself. The same is true to a lesser extent of the juvenile collection, a great deal of the work here being done by a professional.

But largely professional time has to be used in training, and in doing clerical work during absences or intervals when a CFS job is not filled.

There are some jobs badly needing to be done.

1. The SLS card catalog should be re-filed and adequate cross re-

ferences made.

2. Inventory, not even begun this June, should be taken even though it may require the hiring of a special crew.
3. The pamphlet file must be weeded and relabeled.
4. The old Alumni Collection, about half of which has been sorted, should be fully integrated with the ALS collection.
5. More microfilm should be cataloged or listed in some way, the uncataloged now numbering about 300 reels, which is creating a servicing problem.
6. The periodical check file should be gone over, cross-references made, and other devices installed to make the work easier for an unskilled staff member to do.
7. Much of the Graphic Arts collection must be shifted, to make room for the thousands of volumes of serials which have been transferred this year.
8. Some system of signs, or other public relations devices, must be worked out for the College Catalog collection. Satisfied users by the hundreds (9,935 items were put in the hands of users during the year) are seldom vocal. The occasional person who takes as an affront being asked to fill out a call-slip simpler than the one he automatically fills out for a book, frequently is! This point was elaborated on in the report for 1952/53 with a request for suggestions on how we could improve. None has been forthcoming.
9. If it is possible, staff members should be employed who have some aptitude for the job that is vacant, as well as for rapid, accurate, courteous desk work.

This report is intentionally detailed and we hope boring. We assure any reader that we have presented here only a small part of the detail, and of the mental blankness too much often causes, which must be forced on every new staff member. In fact, frequently we wonder how the SLS staff accomplishes as much as it does, and why we have managed to keep some excellent employees through all our troubles. The struggle goes on day by day to keep up our standards and perhaps to accomplish a little advance, though it often seems to be a losing battle.

Respectfully submitted,

Darthula Wilcox

Darthula Wilcox

Table 1

SLS Circulation Statistics
1959/60

	USE IN BUILDING						CIRCULATION				
	RESERVE						NON-RESERVE				
	Books		Microfilm		Coll. Cat.						
Month	Signed	Shelved	Signed	Shelved	Signed	Shelved	Shelving	Reserve	Non-reserve	Rental Res.	Total
July	5143	750	1047		679	896	2394	717	2528	69	14223
Aug.	1533	880	766		439	548	2392	285	793	28	7644
Sept.	437	330	474	415	406	420	755	70	467	15	3679
Oct.	3891	425	902	843	1151	528	1056	362	1682	73	10793
Nov.	2209	212	1107	906	749	389	1816	208	1573	40	9439
Dec.	1576	434	1494	1543	1104	572	1430	124	1730	26	10063
Jan.	2945	414	1321	950	1005	670	2044	99	1128	44	10706
Feb.	3254	208	1560	1400	1085	658	1750	342	1304	25	11745
March	2456	198	1962	1754	1012	611	1598	127	1205	20	10803
April	1705	300	2022	1849	902	719	1551	85	1240	7	10380
May	3590	257	1358	1404	856	570	1570	171	910	27	10722
June	69	239	554	654	497	1103	1491	21	154		4849
Total	27908	4707	14646	11778	9965	7759	19634	2611	14774	374	115046
1958/59	28898	4007	13611		8537	7301	20302	2714	15168	400	98828

Table 2

July 59 - June 60

CIRCULATION
MONTHLY STATISTICS

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY School of Library Service

DATE: _____

	I. USE IN LIBRARY		II. CIRCULATION	
	A. Reserve 1. Signed 2. Shelving	B. Non-reserve 1. Signed 2. Shelving	A. Reserve	B. Non-reserve
Books	27,908	19,634	3,008	14,775
Unbound Periodical				
Vertical File				
Graphic Materials				
Micro-film	6,586 users 14,646 12,956			
Phonograph Records				
Catalogs	9,965 7759			
Rental Reserve	374			
Sub-Total	49,501 52,893	33,445 43,868		15,882 17,335
Grand TOTAL				98,826 115,046

III. INTER & INTRA LIBRARY LOANS	
A. INTERLIB. loan service	433-495
B. Local inter. loan service	30-50
C. Intralib. loan service	3
D. Photo. service	101
E. Technical service	1,218
TOTAL	1,867
Attendance Total Door Count	
Attendance Average Spot Check	31
Hours open during month	3354.5
Receipts for rental reserves	$122.75

For notes and comments use additional sheet.

R36(659)M

The totals for 1958 are in red ink

School of Library Service Library
Holdings as of June, 1960

CLASS	SUBJECT	TITLES	VOLUMES
000	Bibliography	4688	10014
020	Library science-theory	2671	7945
021-024	Library science-general	1287	2028
025	Administration of libraries	2257	4827
026	Special libraries	595	1193
027	Public & college libraries	4580	12934
028-029	Reading and library methods	1896	3260
030-090		448	777
100		221	298
200		43	58
300 except 370		1061	2214
370		3209	3709
400		135	178
500		172	248
600		1318	2142
700		180	312
800		540	759
900 & B		694	1105
Sutliffe-Shaver		335	429
LS	Reference room	1824	7652
Juvenile		4680	5361
Total		33012	69043
Microfilm (estimated)		4259	15321
Children's Historical (estimated)		5293	5293
Graphic Arts (estimated)		7268	15000
College Catalogs (estimated)		5595	70000
Grand Total		51128	180226

General Statistics

Microform	Items added to catalog	1312
	Uncataloged	900
	Total	2212
Number of users		4978

Periodicals routed	Staff	666
	Faculty	397
	Total	1063
Periodicals checked in		9564
College catalogs checked in		3190
Total		12754

Claims	Periodicals	378
	College catalogs	1093
	Total	1471

Overdues	1311

June 14, 1960.

PURCHASES

July 1, 1959 - June 14, 1960.

COLLECTION	BOOKS	MANUSCRIPTS
Smith	23	14
Lodge	74	1

ORAL HISTORY MEMOIRS

July 1, 1959 - May 31, 1960

35 (including 4 Radio Unit).

Typographic to Duplicates -- 981

Book Arts to Duplicates -- 358

"B" to Duplicates -- 8

"Y" to Duplicates -- 1

UNCATALOGUED BOOKS AND SERIALS
HELD IN SPECIAL COLLECTIONS - JUNE 30, 1960

Barnouw Purchase		162	
Benjamin, William	6/30/59	138	
	Acquired 59/60	61	
	Uncat. 6/30/60	199	
Bechtel		130	
Berol		594	
Churchill (Longwell gift)	6/30/59	184	
	Acquired 59/60	4	
	Uncat. 6/30/60	188	
Conway		162	
Crane, H.		38	
Crane, S.		105	
Dale		1000	
Engel		69	
Haller		80	
Harris-Oliphant		116	
Harrison, G.L.		400	books
		500	pams.
Hearn		29	
Hill		150	
Hitchcock		88	
Hoe		33	
Jones, T.S.		294	
Kent		1902	
Lodge	6/30/59	1270	
	Acquired 59/60	75	
	Catalogued 59/60	23	
	Uncatalogued 6/30/60	1322	
Matthews, Brander	6/30/59	778	
	Inscribed copies. To remain uncat.	478	
	Acquired 59/60	134	
	Catalogued 59/60	309	
	Uncatalogued 59/60	125	
Montgomery (transfer)	6/30/59	603	
	Catalogued 59/60	305	
	Uncatalogued 6/30/60	298	
Moore, Henry L.		3000	
Plimpton	6/30/59	11028	
	Acquired 59/60	10	
	Uncatalogued 6/30/60	11038	
Prentis		225	
Salmans Purchase		160	
Science (transfer)	6/30/59	2612	
	Catalogued 59/60		
	1959/60	437	
	Uncatalogued 6/30/		
	6/30/60	2175	
Seligman	6/30/59	15192	
	Catalogued 59/60	1046	
	Uncatalogued 6/30/60		
		14146	

Smith	6/30/59	8640
	Acquired 59/60	37
	Catalogued 59/60	287
	Uncatalogued 6/30/60	8390
Somerville		1596
Spinoza	6/30/59 . . .	92
	Catalogued 59/60	8
Typographic	6/30/59	13809
	Catalogued 59/60	1472
	To duplicates	1001
	To Vertical File	154
	Uncatalogued 6/30/60	11182
Witmark		62
Wood		400
Total		60328

SERIALS

Park Benjamin	6/30/59	171
	Catalogued 59/60	3
	Uncatalogued 6/30/60	168
Coykendall	6/30/59	11
	Catalogued 59/60	4
	Uncatalogued 6/30/60	7
Kilroe		110
Typographic	6/30/59	85
	Catalogued 59/60	46
	Uncatalogued 6/30/60	39